WOOD COUNTY EMERGENCY SERVICE DISTRICT #1
NOTICE OF MEETING OF DIRECTORS TO BE HELD:
MONDAY DECEMBER 16, 2024, AT 9:00 AM
LOCATION:
HOLLY LAKE VOLUNTEER FIRE DEPARTMENT
126 PR 7869
HOLLY LAKE RANCH, TEXAS 75765

Meeting Minutes - FINAL

Call the Meeting to Order

President Kristina Horn called the meeting to order at 9:12 AM. Other Commissioners in attendance were Keith Mullinax, Robin Edwards, Cynthia Treece, and Chuck Bahr.

Certification by the President or Vice-President that the provisions of the Open Meetings Act, Section 551.001 Et. Seq. of the Texas Government Code have been complied with in connection with the public notice of this meeting and that a quorum is present.

President Horn confirmed that all the provisions of the Open Meetings Act were met, and that a quorum was present.

Invocation
Commissioner Bahr gave the invocation.

Pledge of Allegiance
All in attendance participated.

Recognition of guests
No guests were present from the public.
Donnie Reynolds and Michael O'Connor from Christus attended as did HLVFD Chief Joe Taylor and Captain Cheryl Thomas.

Receive public comment.
None

Review and consider approval of prior minutes.

The Commissioners reviewed the November 2024 meeting minutes. Commissioner Treece noted an error in bold versus non-bold type. Commissioner Edwards moved to accept the minutes as corrected, and Commissioner Mullinax seconded the motion. It was approved.

Present, review, and consider approval of Treasurer's Report

Commissioner Mullinax presented the report—the last of his six years of service to ESD #1 Board. The beginning account balance as of 11/1/2024 was $153,575.38. Disbursements of $11,299.44 were made, interest of $50.80 was received, and $9,724.99 was deposited, with a final ending balance of $152,051.73 on 11/30/2024. An outstanding deposit from the Tax Assessor Collector (TAC) of $14,746.20 and outstanding debits totaling $231.54 From Linebarger Goggan (collector of delinquent property taxes) made the final balance on 12/16/24 $166,566.39. Commissioner Treece moved to accept the report, and Commissioner Edwards seconded the motion. It was approved.

Commissioner Mullinax noted that an invoice of $2,104.25 was mistakenly mailed to the HLFVD from the Wood County TAC and that this was added to the Accounts due

Present, review, and consider approval for Payment of Accounts due.

Accounts due included the aforementioned debits from Linebarger, Goggan of $123.21 (September 2024) and $108.33 (October 2024) for a total of $231.54 and $2,104.25 from the TAC, making the total of accounts due $2,335.79. Commissioner Edwards moved to approve the payments on the accounts due, and Commissioner Bahr seconded the motion, which was approved.

ESD #1 Board to receive for review and consider approval for payment of sworn billing and any submitted requests of contractual amounts by Holly Lake Volunteer Fire Department (HLVFD).

Captain Cheryl Thomas submitted receipts totaling $6,866.62 for October and November 2024. This request was originally submitted at the November 2024 meeting. The Commissioners reviewed these receipts. Commissioner Treece moved to approve payment, and Commissioner Edwards seconded the motion, which was approved.

Activity Report including any training time from HLVFD and Christus EMS.

HLVFD:
Structure fire – 3
Grass fire - 2
Medical calls – 59
Landing zone - 2
Motor vehicle collisions - 2
Public assists - 2
Total – 70
Sept. training hours – 97.5

Chief Taylor noted that HLFVD received a Texas Forest Services equipment grant for $25,000 to purchase new air packs (self-contained breathing devices) and tracking devices for the packs.

Christus:
46 calls with 28 transports. The average response time was 16.1 minutes. One call was coded a life emergency but was a seizure.

Old Business:

1. Update by Treasurer on status of Wood County ESD #1 annual report to Texas Division of Emergency Management due January 1, 2025.

   President Horn asked Treasurer Mullinax for an update on the annual report. He replied that the report is on his to-do list. It is due on June 1, 2025. Also on his to-do list is the comptroller's report that is due on January 1, 2025, and the publication of ESD #1's address that will appear in a December issue of the *Wood County Monitor*.

2. Any other old business still pending.
   There was no other old business.

New Business:

1. Discuss and consider banking, accounting, and public fund investment policies for Wood County ESD #1.

President Horn stated that she spoke with the Wood County Auditor's and Treasurer's offices about the $250,000 FDIC limit to insurance bank accounts. The Wood County treasurer advised her to contact CNB Bank to set up an "overflow" account. The treasurer also suggested that 3-month or 6-month certificates of deposit might be a worthwhile investment tool for the ESD #1 Board. There is a state investment fund, but the treasurer advised President Horn to check with the bank for ESD #1.

Commissioner Bahr suggested that we might talk with Origin Bank and consider a money market fund as opposed to a certificate of deposit. He stated that it might be possible for ESD #1 to earn $4,000 to 5,000 worth of interest to benefit HLVFD. He advised that we allow the new ESD #1 Board Treasurer to make the decision about the appropriate investment tool.

2. Discuss and consider purchase of computer equipment and/or software for Wood County ESD #1.

Commissioner Mullinax stated that it might be best for the new ESD #1 Board Treasurer to have input into a decision about purchasing hardware and/or software for board members.

President Horn has visited the Wood County IT Department about this subject. President Horn suggested that we find out if other Wood County volunteer entities (e.g., the Wood County Hospital District Board of Directors) have access to the Wood County IT system for storing their emails, board meeting minutes, treasurer's reports, etc. Commissioner Bahr offered to join her to talk with the Wood County IT Department. Commissioner Bahr moved that the topic be tabled for now. Commissioner Edwards seconded the motion, and it was approved.

3. Discuss and consider paging and radio system communication access for Wood County ESD #1 Board members.

After much discussion about the type, volume, and confidentiality of calls that the HLVFD receives, Chief Taylor stated that he would be glad to provide a way for any ESD #1 Board member who wants to hear the calls to become a part of the I Am Responding call system. He requested the appropriate information from any board member who desires to hear the calls.

Commissioner Mullinax moved that we approve that any board member who wishes to hear the calls provide their information to Chief Taylor. Commissioner Bahr seconded the motion. The motion was approved, with Commissioner Edwards abstaining from the vote.

4. Recognition and appreciation by the Board to Commissioner Mullinax for his long tenure and service on the Wood County ESD #1 Board and acknowledgement by the Board of Commissioner Mullinax's resignation from the board.

President Horn expressed the board's appreciation to Commissioner Mullinax and stated that he will be missed. She stated that he has been a great asset to the board, HLVFD and Christus, having never missed a single ESD #1 Board meeting in his six years of service. Commissioner Mullinax thanked her and stated that he will give President Horn the ESD #1 checkbook and documents, and keys when the time is appropriate. He added that he will strive to make the transition to a new treasurer as seamless as possible.

5. Discuss and consider nomination of new Wood County ESD #1 commissioner for remainder of Commissioner Mullinax's unexpired term for approval by Wood County Commissioners Court.

President Horn asked if any of the Commissioners had ideas for a new treasurer for ESD #1. None indicated that they did.

6. Discuss any planned public events involving Wood County ESD #1, HLVFD or Christus EMS.

Chief Taylor reported that HLVFD will be hosting a celebration at the department for the oldest World War II veteran in east Texas, Dorsey Walker on his 100th birthday, January 1, 2025.

Christus representatives reported that there are no upcoming public events for them.

7. Any other new business.

There was no other new business.

Close Meeting

The meeting was adjourned at 10:48 a.m. with Commissioner Bahr moving to adjourn and Commissioner Mullinax seconding the motion, which was approved.

By_____

Prepared by Cynthia Treece, Secretary, January 15, 2025