WOOD COUNTY EMERGENCY SERVICE DISTRICT #1
NOTICE OF MEETING OF DIRECTORS TO BE HELD:
MONDAY MARCH 17, 2025, 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 10:15 AM. Other Commissioners in attendance were Robin Edwards, Cynthia Treece and Chuck Bahr. Commissioners Keith Mullinax, outgoing Treasurer, and Sharon Lindquist, incoming Treasurer, were absent.

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 has 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.

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 February 2025 meeting minutes. Commissioner Edwards moved to accept the minutes without corrections, and Commissioner Treece seconded the motion. It was approved.

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

Due to Commissioner Mullinax and Commissioner Lindquist's absences, the Treasurer's Report for March was not presented. Commissioner Bahr moved to table the report until the April meeting, and Commissioner Edwards seconded the motion, which was approved.

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

A quarterly payment to the Wood County Appraisal District is due, for a total of $2,104.24. Commissioner Treece moved to pay the invoice, 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 for January 2025 for a total of $24,886.97. She also submitted receipts for February totaling $46,897.81. The February receipts include insurance premiums for HLVFD's property and automobile policies. The Commissioners previously reviewed these receipts at the February 2025 meeting. Commissioner Edwards moved to pay these reimbursements to HLVFD, and Commissioner Treece seconded the motion. It was approved.

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

HLVFD:
Structure fire – 0
Grass fire - 4
Medical calls – 32
Landing zone - 0
Motor vehicle collisions - 3
Public assists - 1
Total – 40
February training hours – 53 hours

Christus (presented prior to the start of the ESD #1 board March meeting):
32 calls with 22 transports with no life emergencies. The average response time was 13.38 minutes.

Christus Regional Manager Donnie Reynolds stated that a new emergency room in Mount Pleasant is now open, and that Christus will be opening a new hospital there soon. He added that there are also new Christus hospitals in Henderson and Palestine.

Old Business:

1. Report on filing of Special Purpose District Report with State Comptroller due April 1, 2025.
   This discussion was tabled by President Horn.

2. Update by Commissioner Treece on status of strategic plan for HLVFD.
   Commissioner Treece reviewed her additions, corrections, and changes to the request for proposal (RFP) she has drafted to hire a consultant to assist HLVFD in developing a 3–5-year strategic plan. Most important is her $20,000 estimate for the costs of consulting.

3. Report by Commissioner Bahr on ideas from other ESDs/VFDs in the development of a strategic plan.
   Commissioner Bahr discussed two fire professionals from south Texas who may be willing to make a presentation to ESD #1 board on how they developed their strategic plan. They hired a consultant and paid $50,000. He suggested that they might even be willing to assist HLVFD in developing a plan for an honorarium.

The advantage of having Texas firefighters assist HLVFD in developing a plan is that they will be familiar with state and federal regulations and recruitment challenges.

Commissioner Edwards posed the question about whether developing an RFP is under the purview the ESD #1 board.

Commissioner Bahr stated that he believes the purpose of an ESD is the stewardship of the tax dollars that fund emergency services. He observed that spending $20,000 on a strategic plan that would set strong strategies for 10 years is a cost of $2,000 a year.

Commissioner Treece provided a definition of an ESD from the state of Texas:
"Emergency Services Districts (ESDs) in Texas are local government units that provide fire protection, emergency medical services, or both."

Fire Chief Joe Taylor and Commissioner Bahr discussed the possible addition of the Hawkins Fire Department to ESD #1 with "mutual aid agreements" with Hainesville and other fire departments.

Chief Taylor suggested that Commissioner Bahr consider attending the fire chief's meeting that happens once a month on the first Wednesday. Annexing Hawkins would require voter approval in Wood County. Chief Taylor has invited Tye Musick, Hawkins Fire Chief, to attend an ESD #1 board meeting. He added that a positive for Hawkins if they joined ESD #1 is that they would then have our higher 4.0 ISO fire safety rating.

Chief Taylor then outlined elements he would like addressed in the HLVFD strategic plan:

- **Fire safety planning**
- **Pre-fire planning**
- **Water supply**
- **Fire suppression/ISO rating**
- **Community outreach and education**
- **Paging/communication systems**
- **Operational and preventative maintenance**
- **Facilities expansion**
- **Equipment purchase/replacement**
- **Training and facilities for training**
- **Health and wellness of HLFVD personnel**
- **Expansion of the ESD #1 service area.**

4. Further discuss and consider recruitment of consultants and consider revisions for the request for proposal for bids from consultants to facilitate the writing of a strategic plan for HLVD.
   Commissioner Bahr moved to call an ESD #1 meeting in April or May with Fire Chief Mel Harper from Noonday Fire Department in Whitehouse, Texas, former Flower Mound Fire Chief Eric Greaser and possibly Hawkins Fire Chief Ty Musick, to discuss enlisting their assistance in developing a strategic plan for HLFVD. He mentioned also possibly involving Donnie Norman, Fire Chief of ESD #1 in Travis County, Texas. Commissioner Treece seconded the motion, and it was approved.

5. Any other old business.
   There was no other old business to discuss.

New Business:

1. Discuss and take any necessary action for FY 2024 Audit report due to be filed with Wood County Commissioners' Court by June 1, 2025.
   President Horn tabled this agenda item.

2. HLVF to submit at April 2025 meeting to Wood County ESD #1 board for review and discussion 1) an annual financial report, including a profit and loss statement and balance sheet, and 2) an annual activity report for HLVFD.

   President Horn made the request to Captain Cheryl Thomas for the annual financial report, and to Chief Taylor for the annual activity report. Captain Thomas agreed to run the financial report in two ways, one January 1, 2024, through December 31, 2024, and a second report January 1, 2024, through March 31, 2025.

3. Discuss any planned public events involving Wood County ESD #1, HLVFD or Christus EMS.
   Chief Taylor reported that HLVFD will host March 22 and 23 hazardous materials trainings for 12 attendees, a Hook and Ladder meeting on Tuesday, April 8, and the HLVFD golf tournament on Tuesday, April 15. There will be additional firefighter training on May 3 and 4.

   Christus representatives reported no public events currently planned.

4. Any other new business.
   There was no other new business.

Close Meeting

Commissioner Bahr moved to adjourn the meeting, and Commissioner Edwards seconded the motion, which was approved.

By_____*Cynthia Treece*_____

Prepared by Cynthia Treece, Secretary, April 17, 2025