**Minutes of Regular Monthly Meeting**

**Emergency Service District #3**

**Date: December 18, 2023**

J. Miller called the meeting to order at 7:00 PM. A quorum was established with five commissioners (Andrew Cook, Yvonne Goss, Tamberly McCullough, Jennifer Miller and Betty Zimmerman) present. Shady Grove VFD Chief Jonathan Phillips, White Tail Ridge VFD Chief Robert Hoffman, Carol Oborn, and Kate Leverett were present.

J. Miller acknowledged guests Carol Oborn and Kate Leverett.

T. McCullough gave the invocation. J. Miller led the pledges to the flags.

Public Comments: None

Special Guest Kate Leverett

Kate Leverett, Principal with Germer PLLC, introduced herself. She cited numerous Southeast Texas ESDs for which she has provided legal support.

Discussion and Approval of minutes of the November meetings

B. Zimmerman moved the November minutes be approved as written by T. McCullough, A. Cook seconded the motion and it passed unanimously.

Monthly Financial Report for ESD#3

Y. Goss presented the financial report. As of November 30, 2023, the balance in the operating account was $17,455.54. The balance of the Gardner account was $1,507.40. The reserve account balance was $16,707.50 for a combined total of $35,670.44.

Equipment Needs and TFS Grants: No new items at this time.

Discussion and action regarding Annexation

K. Leverett listed the steps necessary to pursue annexation of the Shady Grover VFD service area to the existing ESD-3. She stated that her firm would provide a calendar/schedule for the process and will clearly note the steps. Charges for legal fees will be by-the-hour. There will be no travel charges.

B. Zimmerman moved that ESD-3 sign a Letter of Engagement with Germer PLLC. T. McCullough seconded the motion and it passed unanimously.

K. Leverett volunteered to provide invoices from a previous ESD election engagement and to email a Letter of Engagement to both J. Miller and Y. Goss.

J. Phillips reported that the County Clerk’s office assisted him in locating the documents that created ESD-3. The Tyler County Commissioners Court approved the application for creation of Rural Fire Prevention District 3 on September 13, 1991. The proposal was included on the November 5, 1991, ballot and it passed. Hence, the official start date for what is now ESD-3 is November 5, 1991.

ESD-3 Website

B. Zimmerman described the ESD-3 website. J. Miller and A. Cook will send B. Zimmerman their Godaddy addresses so she can grant them permission to update the website. Each person is responsible for creating the email address (listed on the website) that corresponds to his/her position. The Treasurer/Assistant Treasure will send financial documents to B. Zimmerman to be uploaded to the Financial page.

Fire Department Reports-

White Tail Ridge VFD:

* R. Hoffman reported one callout. The callout forms for November and December will be submitted next month.
* R. Hoffman presented expenses totaling $826.22. J. Miller moved that the expenses be reimbursed, B. Zimmerman seconded the motion and it passed unanimously.

Shady Grove VFD:

* J. Phillips reported one callout.
  + 9 /5/23 – Structure – 1543 FM 256 N, Woodville – False alarm for Deer Camp building
* J. Phillips presented invoices totaling $120.01. B. Zimmerman moved that the expenses be reimbursed, A. Cook seconded the motion and it passed unanimously.
* J. Phillips reported that he has improved the insurance rating to 8B.

B. Zimmerman moved the meeting adjourn; A. Cook seconded the motion and it passed unanimously. The meeting adjourned at 8:00 PM.

Minutes prepared and submitted for approval by: Betty Zimmerman, Secretary ESD#3