

WISE COUNTY EMERGENCY SERVICES DISTRICT NO. 4

BOARD OF EMERGENCY SERVICES COMMISSIONERS

REGULAR MEETING MINUTES

Date: August 19, 2026

Time: 6:30pm

Location: 400 S Hovey Street, Chico, Texas

Notice of this meeting was posted in accordance with the Texas Open Meetings Act.

1. Call to Order and Establish a Quorum

The meeting was called to order at 6:32pm by President Yovanovitch. A quorum was physically present.

Commissioners Present:

- John Yovanovitch, President
- Tim Raley, Vice President
- Monty Nivens, Secretary
- Michelle Craighead, Treasurer
- Jimmy Counts, Commissioner

Commissioners Absent:

- None
-

2. Approval of the minutes from the previous meeting

Motion to approve the minutes from the Regular Meeting of 07/15/2026 as presented without full reading.

Made by: Treasurer Craighead

Second by: Vice President Raley

Vote: 5-0, motion carried.

3. Recognition of Citizens

Mark Chapin addressed the board in reference to his opposition of the ESD4 having to buy equipment/vehicles from departments, proposed putting a main station at a center location, and the possibility of it one day being a paid department.

No action taken.

4. Regular / Recurring Reports and Updates:

4.a. Financial Setup Requirements and Anticipated Timelines for the Establishment of District Banking, Accounting, and Financial Management Systems

Treasurer Craighead gave an update on bank accounts opened in July with a balance of \$15,000.00 of 3 received donations. Everything is in place for disbursements to begin. Accounting update – trouble with the current bookkeeper, made contact with Parker County for alternate suggestions. Agreed to continue seeking out alternate accounting services. Appointment scheduled for accounting software demonstration (FundView).

4.b. Reports from Representatives of the Alvord, Chico, Crafton, Sand Flat, and Sunset Fire Departments

President Yovanovitch and Treasurer Craighead gave a projector presentation of all call statistics from those submitted by each department.

Individual department updates/reports were presented by the Chiefs from each department.

Commissioner Counts mentioned that the new CAD system should be up and running by the next meeting.

4.c. Records Retention Policy

Tabled until next meeting.

4.d. Volunteer Recruitment/Retention Efforts

President Yovanovitch led the discussion – mentioned signing up with Hustle, having online promotions to assist in recruitment for departments, and background checks will be done by ESD4 as of October 1, 2026.

Tabled for further discussion next meeting.

5. Consider, discuss, and take appropriate action on the following items:

5.a. Interim operating budget for Fiscal Year 2026. (See attached)

Treasurer Craighead gave an overview of the previously adopted budget and currently planned \$4,000.00 expenditure on computers for the secretary and treasurer with software installed. It was agreed that those purchases be made provided they did not exceed budgeted amount.

No action taken.

5.b. Develop and Adopt the Fiscal Year 2027 Budget

A projector presentation of the FY2027 Budget overview was presented by President Yovanovitch and Treasurer Craighead. (See attached copy).

Total proposed budget of \$2,222,471.00 – divided into 4 sections (District Operations, Emergency Service Operations, Capital Outlay (Building & Equipment), and Reserves).

Discussion tabled for a brief period.

Motion to approve preliminary budget as presented made by Vice President Raley.

2nd – Commissioner Counts

Vote: 5-0, motion carried.

5.c. Review, discuss, revise, and consider adoption of Strategic Plan

President Yovanovitch did a projector presentation of Strategic Plan reviewing the highlights of the proposed policy that will be published to the website.

Motion to adopt the plan as proposed by: President Yovanovitch

2nd by: Vice President Raley (Mr. Raley cautioned that this was a “live” document and subject to change)

Item tabled pending review by affected departments.

5.l. District's transition, organization, structure

Item was previously discussed – tabled for future meeting and additional information.

5.m. Apparatus and capital equipment needs

Tabled for future meeting.

5.n. Evaluation of legal counsel services

President Yovanovitch discussed the lack of response from the previously hired firm.

Motion – to move on to the other legal firm (John Carlton) due to a lack of response from the current legal firm.

Made by: Vice President Raley

2nd: Treasurer Craighead

Vote: 5-0, motion carried

5.o. Issuance of individual email wisecountyesd4tx.gov email accounts

President Yovanovitch discussed the incurred expense of adding additional emails to individuals. Treasurer Craighead indicated that the additional cost of adding the Chief and Assistant Chief in Alvord VFD and Chico VFD could be covered by the FY2026 contingency fund.

Motion #1 – to move \$600.00 from the FY2026 contingency fund to cover the incurred costs of adding command staff of Alvord VFD and Chico VFD to the ESD4 email account.

Made by: Treasurer Craighead

2nd: Commissioner Counts

Vote: 5-0, motion carried

Motion #2 - to add Chief and Assistant Chief in Alvord VFD and Chico VFD to the ESD4 email account now.

Made by: Vice President Raley

2nd: Treasurer Craighead

Vote: 5-0, motion carried

5.p. Local PO Boxes for individual District fire stations

Tabled until next meeting.

5.q. Schedule future board workshops and/or special meetings

There was some discussion that FY2027 Proposed Budget was not a requirement for the ESD4.

Motion – to begin a Budget Workshop at 6:00pm prior to the regular monthly meeting at 6:30pm on 09/16/2026 was made.

Made by: Secretary Nivens

2nd by: Treasurer Craighead

Vote: 5-0, motion carried

6. Executive Session

At 9:16pm, President Yovanovitch announced that the Board would convene in executive session pursuant to Texas Government Code § 551.072 to deliberate the purchase, exchange, lease, or value of real property related to agenda items 5(g).

At 9:40pm, the Board reconvened with a motion made by: President Yavonovitch

2nd by: Mr. Raley

Vote: 5-0, motion carried

No action was taken following the executive session.

7. Future Agenda Items

No additional items were brought forward.

8. Adjournment

Motion to adjourn.

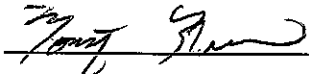
Made by: Vice President Raley

2nd by: Commissioner. Counts

Vote: 5-0, motion carried.

The meeting adjourned at 9:42pm.

Respectfully submitted,



Monty Nivens, Secretary

Approved by the Board on: 09/16/2026



John Yovanovitch, President