

WISE COUNTY EMERGENCY SERVICES DISTRICT NO. 4

BOARD OF EMERGENCY SERVICES COMMISSIONERS

REGULAR MEETING MINUTES

Date: May 20, 2026

Time: 6:00pm

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 6:08pm by President Yovanovitch.

Commissioners Present:

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

Commissioners Absent:

- Monty Nivens, Secretary

A quorum was present.

2. Approval of the minutes from the previous meetings

Motion to approve the minutes from the Regular Meeting of 04/22/2026 and the Special Meeting of 05/06/2026 as presented without full reading.

Made by: Mr. Raley

Seconded by: Mr. Counts

Vote: 4-0, motion carried.

3. Recognition of Citizens

No individuals addressed the Board.

No action was taken.

4. Consider, Discuss, and Take Appropriate Action on the Following Items:

4.a. Rules of Procedure for Board Meetings

The Board discussed adoption of formal rules of procedure for the conduct of its meetings.

Motion to adopt Robert's Rules of Order as the procedural rules for Board meetings.

Made by: Mr. Raley

Seconded by: Mr. Counts

Vote: 4–0, motion carried.

4.b. Establishment of Board Priorities for the District

The Board discussed the establishment of initial District priorities. No priorities were formally designated.

Motion to table the establishment of Board priorities until the next regular meeting.

Made by: Mr. Yovanovitch

Seconded by: Ms. Craighead

Vote: 4–0, motion carried.

4.c. Approval of Legal Services Agreement with Ken Campbell/Burns, Anderson, Jury & Brenner, L.L.P.

The Board reviewed the proposed rate schedule and engagement terms from Ken Campbell of Burns, Anderson, Jury & Brenner, L.L.P.

Motion to accept the rate schedule and engagement-at-will terms with no retainer.

Made by: Mr. Counts

Seconded by: Mr. Raley

Vote: 4–0, motion carried.

4.d. Update on Federal Employer Identification Number (EIN) Application

Secretary Nivens, who customarily monitors application correspondence, was not present. No current update was available.

No action taken.

4.e. Financial Setup Requirements and Anticipated Timelines

The Board acknowledged that progress on financial setup activities remains dependent on receipt of the District's EIN.

No action taken.

4.f. Initial Financial and Administrative Policy Priorities

The Board acknowledged that development of initial financial and administrative policy priorities remains dependent on receipt of the District's EIN.

No action taken.

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

Representatives from Alvord, Crafton, and Sand Flat Fire Departments presented operational updates covering call activity and department status for the preceding period. Chico VFD was not present.

No action taken.

4.h. Scheduling and Structure of Departmental Budget Review Workshops and Presentations

The Board discussed the need to meet to prepare an initial ESD budget working draft based on information obtained from the departmental workshops.

Motion to set an ESD Budget meeting for June 10, 2026, to be held at Chico City Hall.

Made by: Ms. Craighead

Seconded by: Mr. Yovanovitch

Vote: 4–0, motion carried.

Motion to move the next regular meeting to June 24, 2026, to be held at Alvord Fire Department.

Made by: Ms. Craighead

Seconded by: Mr. Counts

Vote: 4–0, motion carried.

4.i. Standardized Reporting Form for Service-Provider Departments

The Board discussed development of a standardized monthly reporting form for service-provider departments, including electronic submission and a proposed month-end reporting cutoff.

No formal action taken.

4.j. Request for Proposals (RFP) for Certified Public Accounting Services

Motion to direct Treasurer Craighead to research and recommend CPA and bookkeeping providers.

Made by: Mr. Raley

Seconded by: Mr. Counts

Vote: 4–0, motion carried.

4.k. Recruitment and Retention Initiatives, Including Volunteer Incentive and Stipend Programs

President Yovanovitch presented Commissioners with an example draft stipend policy for the Board's consideration.

Motion to table further consideration of recruitment, retention, and stipend programs until the next regular meeting.

Made by: Mr. Yovanovitch

Seconded by: Mr. Raley

Vote: 4–0, motion carried.

4.l. Agreement with the County Appraisal District for Appraisal Services and Tax Administration Support

The Board confirmed that no formal agreement with the County Appraisal District is required for the appraisal services and administrative support currently being provided.

No action taken.

Recess

Motion to recess the meeting for ten minutes at 7:32pm.

Made by: Ms. Craighead

Seconded by: Mr. Counts

Vote: 4–0, motion carried.

The meeting reconvened at 7:42pm.

4.m. Repeal or Continuation of the Goods-in-Transit Tax Exemption

President Yovanovitch reported on a conversation with the County Appraisal District regarding the Goods-in-Transit (GIT) exemption and timing considerations for future Board action.

Motion to table further consideration of the Goods-in-Transit exemption until the next regular meeting.

Made by: Mr. Yovanovitch

Seconded by: Mr. Raley

Vote: 4–0, motion carried.

4.n. Agreement with the County Tax Assessor-Collector for Assessment and Collection of District Taxes and Fees

The Board discussed an agreement with the County Tax Assessor-Collector for the assessment and collection of District taxes and fees.

No action taken.

4.o. Establishment of Official Contact Information, Website, and Administrative Communication Procedures

The Board acknowledged that the District website, Facebook, Instagram, and Twitter accounts have been established.

Motion to post meeting notices and notices of quorum on the District website and on the City of Alvord bulletin board.

Made by: Mr. Yovanovitch

Seconded by: Ms. Craighead

Vote: 4–0, motion carried.

4.p. Report on Findings and Recommendations from a Potential Third-Party Master Plan, Growth, and Organizational Study

President Yovanovitch presented an annotated copy of the District's service area map to supplement discussion. The Board acknowledged that a third-party study remains under consideration for future action.

No action taken.

4.q. Adoption of a Records Retention Policy in Compliance with Applicable Texas Law

The Board discussed elements of a Records Retention Policy.

Motion to direct that the draft Records Retention Policy be submitted to legal counsel for review prior to adoption.

Made by: Mr. Raley

Seconded by: Mr. Counts

Vote: 4–0, motion carried.

4.r. Public Information Officer Position and Related Procedures

The Board acknowledged that prior action designating a Public Information Officer remains in effect. Commissioner Counts will continue work on a draft policy and procedures, with an update to be provided at the next meeting.

No action taken.

4.s. Designation of an Official Newspaper for Publication of Legal Notices

Motion to designate the Wise County Messenger as the District's official newspaper for required public notices.

Made by: Mr. Raley

Seconded by: Mr. Counts

Vote: 4–0, motion carried.

4.t. Procurement of Insurance Coverage for the District

Mr. Hubbard, representing VFIS, addressed the Board regarding insurance policy considerations for Emergency Services Districts in Texas.

Motion to authorize President Yovanovitch to work directly with Mr. Hubbard at VFIS for the purpose of obtaining a quote for coverage and further policy details specific to ESD 4.

Made by: Mr. Raley

Seconded by: Mr. Counts

Vote: 4–0, motion carried.

4.u. Scheduling of an Additional Board Workshop and/or Special Called Meeting

No topics were raised for additional Board workshops or special called meetings.

No action taken.

4.v. Membership in the State Association of Fire and Emergency Districts (SAFE-D) and Related Training Opportunities

The Board acknowledged that the District has been granted free SAFE-D membership for the remainder of calendar year 2026 in light of its newly created status. President Yovanovitch noted the upcoming SAFE-D North Central Regional Training Event to be held on June 13, 2026, in Willow Park.

No action taken.

5. Future Agenda Items

No additional items were brought forward.

6. Adjournment

Motion to adjourn.

Made by: Mr. Raley

Seconded by: Mr. Yovanovitch

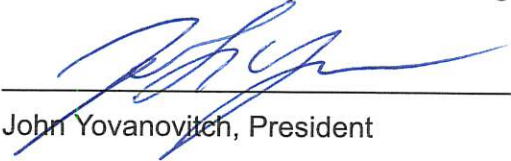
Vote: 4–0, motion carried.

The meeting adjourned at 8:16pm.

Respectfully submitted,

Michelle Craighead, Treasurer

Approved by the Board on: 06/24/2026



John Yovanovitch, President