

WISE COUNTY EMERGENCY SERVICES DISTRICT NO. 4

BOARD OF EMERGENCY SERVICES COMMISSIONERS

REGULAR MEETING MINUTES

Date: April 22, 2026

Time: 6:00pm

Location: 745 County Road 1744, 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 6:02pm by President Yovanovitch. At the invitation of the Board, a youth guest ceremoniously struck the gavel to open the meeting.

Commissioners Present:

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

Commissioners Absent:

- None

A quorum was present.

2. Approval of the minutes from the previous meeting (03/18/2026)

A copy of the minutes from 03/18/2026 was provided by Secretary Nivens.

Motion to approve the minutes as presented without full reading.

Made by: Ms. Craighead

Seconded by: Mr. Counts

Vote: 5-0, 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. Finance

Treasurer Craighead reported on financial setup activities, including the status of the District's EIN application, which remains pending. President Yovanovitch reported initial contact with Callie Hartsock regarding financial setup support. The Board discussed alignment of the District's fiscal year with the tax year.

Motion to establish the District's fiscal year as October 1 through September 30, aligned with the tax year.

Made by: Mr. Counts

Seconded by: Mr. Nivens

Vote: 5-0, motion carried.

The Board discussed initial policy priorities. and planned department budget review workshops to be scheduled as follows: May 6, 2026 — Chico and Alvord, hosted at Alvord; May 13, 2026 — Sand Flat and Crafton, hosted at Crafton.

No further action taken.

4. b. Discussion on findings for third-party Master Plan / Growth / Organization Study

The Board acknowledged ongoing awareness of organizational study options. The Board confirmed that prior action to postpone discussion until tax revenue is received remains in effect.

No action taken.

4. c. Reports

Representatives from Alvord, Crafton, Sand Flat, and Sunset Fire Departments presented operational updates covering call activity and department status for the preceding period. Chico VFD was not present. Sunset VFD was invited to provide an update given certain overlap of their service territory with the District.

The Board discussed development of a standardized monthly reporting form for service-provider departments, with a proposed month-end cutoff, to support consistent reporting, future budgeting, and audit readiness.

No action taken.

4.d. Discuss and possible action on selection of a legal representative for ESD 4

The Board received an update on the Request for Qualifications (RFQ) process for legal counsel and reviewed the responses.

Motion to narrow the candidate pool to two finalist firms: Burns Anderson Jury & Brenner, LLP and The Carlton Law Firm, PLLC.

Made by: Mr. Nivens

Seconded by: Mr. Counts

Vote: 5–0, motion carried.

Motion to schedule a Zoom interview with the finalist firms with all five Commissioners present, to be held in executive session and posted on a future agenda.

Made by: Mr. Nivens

Seconded by: Mr. Counts

Vote: 5–0, motion carried.

4.e. Website/Email/Social Media

The Board received an update on domain-name registration efforts and will continue to monitor progress given the effect of the current federal shutdown on relevant federal programs.

No action taken.

4.f. Discussion and possible action on the establishment of a Public Information Officer/Procedure

The Board discussed designation of a Public Information Officer for the District.

Motion to designate Commissioner Counts as the District's Public Information Officer.

Made by: Mr. Raley

Seconded by: Mr. Yovanovitch

Vote: 5–0, motion carried.

4.g. Discussion of Commissioner Training Status

All Commissioners have completed the initial 2-hour training requirement. The Board discussed the remaining 6-hour training requirement, to be satisfied through attendance at the SAFE-D 25th Annual Conference (February 11–13, 2027).

No action taken.

4.h. Discussion of the establishment of Commissioner Priorities for District

The Board discussed initial Commissioner priorities, referencing the SAFE-D Guidelines for newly created Emergency Services Districts. The Board acknowledged the need to revisit and confirm District priorities following appointment of legal counsel.

No action taken.

4.i. Seed Funding Request

The Board discussed the need for initial operational funding to support startup activities prior to receipt of tax revenue.

Motion to authorize the Board President to discuss voluntary seed-donation requests with individual fire departments and/or auxiliary units to support startup and operational readiness activities.

Made by: Mr. Raley

Seconded by: Mr. Counts

Vote: 5–0, motion carried.

4.j. Fire Department Workshops - Organizational and Planning Sessions

The Board received a status update on departmental workshops:

- Alvord VFD - (Completed 03/17/2026)
- Crafton VFD - (Completed 03/18/2026)
- Chico VFD - (To be scheduled)
- Sandflat VFD - (Held 04/22/2026), and

No action taken.

4.k. Board Workshop - Organizational and Planning Session

Motion to defer the Board workshop.

Made by: Mr. Yovanovitch

Seconded by: Mr. Nivens

Vote: 5–0, motion carried.

4.l. Discuss Next Meeting/Workshop Date

Motion to authorize President Yovanovitch to coordinate with Chico VFD on the timing of the Chico workshop, with the next regular meeting to be set for the week following that workshop.

Made by: Ms. Craighead

Seconded by: Mr. Counts

Vote: 5–0, motion carried.

5. Future Agenda Items

The Board discussed plans to develop an automated meeting sign-in process (e.g., QR code), to be implemented once the District website is operational.

No action taken.

6. Adjournment

Motion to adjourn.

Motion made by: Mr. Yovanovitch
Seconded by: Ms. Craighead

Vote: 5-0, motion carried.

The meeting adjourned at 7:46pm.

Respectfully submitted,

Monty Nivens, Secretary

Approved by the Board on: May 20th, 2026



John Yovanovitch, President