**Northwest Leon Count Emergency Services District #3**

**February 12, 2025**

1. **Call to Order –** The meeting was called to order by Hugo Ellison at 6:34.
2. **Roll Call –** All the commissioners were present. A quorum was present.
3. **Public Comment. Time allotted for person(s) to make comments about matters on the agenda, up to a maximum of 3 minutes, and must have the completed Public Participation Form turned into the Presiding Officer of the meeting of the NW Leon County ESD #3 before the beginning of the meeting of the NW Leon County ESD #3. –** None.
4. **Consideration, discussion and approval of “Consent Agenda” –** Shawn made the motion to approve the “Consent Agenda”. Seconded by Hugo. All were in favor. Motion carried.
5. **Discussion regarding Collections of Jewett EMS, Inc billing -** $22,237.36 was collected in January. The collection rate was 45%.
6. **Discussion of EMS Reports –** Total runs for January was 55. Of which 15 were in Jewett, 16 were in Marquez, 14 were in Normangee, 0 was in Flynn and 10 were Mutual Aid.
7. **Consideration, discussion and approval of matters regarding 911 areas and dispatching in Leon County including expenditures regarding dispatching –** None.
8. **Discussion of Fire Department Reports –** January reports were submitted by the following: Normangee has 5 runs, Jewett had 17 runs, Flynn had 9 runs and Marquez had 6 runs.
9. **Consideration, discussion and any pre-approval regarding purchases by Volunteer Fire Departments and/or Jewett EMS –** Jewett VFD submitted a request for up to $5,305.39 for Fire Fighter Safety Supplies. The purchase will be covered by a grant and will only be spending funds covered by the grant. Jackie made the motion to approve. Seconded by Corby. All were in favor. Motion carried.
10. **Consideration, discussion and approval of Fire Department requests pursuant to contract –** Flynn, Marquez, Normangee and Jewett submitted requests for $3,000 monthly contract payments for February. Jackie made the motion to approve. Seconded by Hugo. All were in favor. Motion carried.
11. **Consideration, discussion and approval of payment of bills –** Bills submitted were Jewett EMS for $63,000 for February. Paula Sony for $600 for February. Palmos, Russ & McCullough for $2,718.75. Leon County Appraisal District for balance of the 1st Qtr 2025 for $7,594.67. Carlton Law Firm for $2,446.50. Touchstone District Services for $4,650.00. Jackie made the motion to approve. Seconded by Scott. All were in favor. Motion carried.
12. **Consideration, discussion and approval of Budget Amendments –** Add Sales Tax Election as a line item under Administration and add $40,000.00 as the budget amount. Motion was made by Jackie. Seconded by Corby. All were in favor. Motion carried.
13. **See Supplemental Agenda –** See Attached. Justin Waggoner of Touchstone District Services submitted documents for approval. Jackie made the motion to approve with edits made to correct factual information, furthermore authority and approval was given to Fire Department Chiefs to edit language regarding intentions for use of funds potentially acquired by election. Seconded by Hugo. All were in favor. Motion carried.
14. **Consideration, discussion and approval of any updates regarding the services of services of Auditor/Accountant in conducting Financial Review/Audit of volunteer fire department(s) including receipts/documentation for expenditures and documentation for deposits –** None.
15. **Consideration, discussion and any action regarding check issued by the NW Leon County ESD #3 that was stolen and altered and cashed or deposited by altered payee of check –** Jackie is communicating with the bank to determine the course of action for recourse. Jackie made the motion to re-issue the stolen check to Thompson, Derrig & Craig for $5,500.00. Seconded by Scott. All were in favor. Motion carried.
16. **Consideration, discussion and any action regarding NW Leon County ESD #3 reports, publications, audits and filings. –** None.
17. **Announcement that closed meeting (executive session) will be held pursuant to Section 551.071 of the Texas Government Code for consultation with attorney and announcement of time and date. –** None.
18. **Closed meeting (executive session) pursuant to Section 551.071 of the Texas Government Code – Consultation with Attorney – Discussion with attorney regarding a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas conflicts with Texas Government Code Section 551 Open Meetings Act; to wit; consideration and discussion and any action regarding matters regarding financial, performance, training, equipment, operations, compliance, personnel reports, contracts and contract terms of Volunteer Fire Departments and Emergency Medical Service in Northwest Leon County ESD #3 and any other item on agenda. –** None.
19. **Announcement of time and date closed meeting (executive session) for the matter ends and reconvenes in open session to take any action of any matters regarding financial, performance, training, equipment, operations, compliance, personnel reports, contracts and contract terms of Volunteer Fire Departments and Emergency Medical Service in Northwest Leon County ESD #3 and any other item on agenda. –** None.
20. **Consideration and discussion of any matters regarding financial, performance, training, equipment, operations, compliance, personnel reports, contracts and contract terms of Volunteer Fire Departments and Emergency Medical Service in Northwest Leon County ESD #3 and any other item on agenda. -** None
21. **Consideration, discussion and any action to set meeting dates, meeting times and meeting locations for Northwest Leon County ESD #3 Board of Commissioners meetings –** Jackie made the motion for Paula to submit 60 day notice of cancellation to Concord Community Center and request a 5 month refund. Seconded by Corby. All were in favor. Motion carried. The next meeting will by March 17th at 6:30 pm at the Flynn VFD Community Center.
22. **Discussion of agenda items for next meeting. –**
23. **Adjournment –** Jackie made the motion to adjourn at 8:05. Seconded by Corby. All were in favor. Motion carried.

**NORTHWEST LEON COUNTY EMERGENCY SERVICES DISTRICT NO. 3**

**SUPPLEMENTAL MEETING AGENDA**

February 12, 2025

TO: THE BOARD OF COMMISSIONERS OF NORTHWEST LEON COUNTY EMERGENCY SERVICES DISTRICT NO. 3 AND ALL OTHER INTERESTED PERSONS:

Notice is hereby given that the Board of Commissioners of Northwest Leon County Emergency Services District No. 3 will hold a meeting at 6:30 p.m. on Wednesday, February 12, 2025, at the Flynn VFD Community Center, located at 8039 County Road 451, Flynn, Texas 77855. The following matters will be considered and may be acted upon at the meeting.

1. **Discuss and consider approval of an Order Adopting and Implementing Bilingual Election Requirements –** Jackie made the motion to approve. Seconded by Scott. All were in favor. Motion carried.
2. **Discuss and consider approval of an Order Adopting and Implementing the Use of Voting Systems in Addition to Paper Ballots in District Elections –** Jackie made the motion to approve. Seconded by Scott. All were in favor. Motion carried.
3. **Discuss and consider approval of the Resolution Authorizing Secretary’s Appointment of Agent to Perform Duties During Election Period –** Jackie made the motion to approve. Seconded by Scott. All were in favor. Motion carried.
4. **Discuss and consider approval of the Contract for Election Services and Joint Election Agreement for May 3, 2025 Election, including Resolution Approving Contract for Election Services and Joint Election Agreement –** Jackie made the motion to approve. Seconded by Scott. All were in favor. Motion carried.
5. **Discuss and consider approval of the Order Calling Election to Adopt a Local Sales and Use Tax within the District for May 3, 2025 –** Jackie made the motion to approve. Seconded by Scott. All were in favor. Motion carried.
6. **Authorize District’s attorney to give Notice of Election for the May 3, 2025 Election –** Jackie made the motion to approve. Seconded by Scott. All were in favor. Motion carried.
7. **Discuss and consider adoption of an election calendar for the District’s May 3, 2025 Election –** Jackie made the motion to approve. Seconded by Scott. All were in favor. Motion carried.

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Hugo Ellison – President Corby Watson – Vice President

Jackie Moran – Treasurer Scott Furches – Asst Treasurer

Shawn Noey – Secretary