

**WOOD COUNTY EMERGENCY SERVICE DISTRICT #1  
NOTICE OF MEETING OF DIRECTORS TO BE HELD:  
MONDAY SEPTEMBER 16, 2024, AT 9:00 AM  
LOCATION:  
HOLLY LAKE VOLUNTEER FIRE DEPARTMENT  
126 PR 7869  
HOLLY LAKE RANCH, TEXAS 75765**

**Meeting Minutes - FINAL**

Call the Meeting to Order

**Board President Kristina Horn called the meeting to order at 9:12 AM**

**Commissioners in attendance were Keith Mullinax, Chuck Bahr, Robin Edwards, and Cynthia Treece.**

Certification by the President or Vice-President that the provisions of the Open Meetings Act, Section 551.001 Et. Seq. of the Texas Government Code have been complied with in connection with the public notice of this meeting and that a quorum is present.

**President Horn confirmed that all the provisions of the Open Meetings Act were met, and that a quorum was present.**

Invocation

**Commissioner Bahr gave the invocation.**

Pledge of Allegiance

**All in attendance participated.**

Recognition of guests

**No guests were present from the public.**

**Curtis Wright, Donnie Reynolds, and Michael O'Connor from Christus; and Chief Joe Taylor and Captain Cheryl Thomas from HLVFD were in attendance.**

Receive public comment

**None**

Review and consider approval of prior minutes

**The August 19, 2024, minutes were amended with several HLVFD activity report statistics, and one punctuation correction was made. Commissioner Bahr moved to approve the August minutes as amended/corrected. Commissioner Edwards seconded the motion, and it was approved.**

Present, review, and consider approval of Treasurer's Report

**Commissioner Mullinax presented the report. The beginning account balance was \$204,145.35.**

**Disbursements of \$23,058.66 were made, interest of \$66.74 was added, and a deposit of \$1,841.74 was received, resulting in a balance of \$182,995.17. An outstanding deposit of \$1,841.74 from the Texas Association of Counties made the final ending balance \$183,179.91. Commissioner Edwards moved to accept the report and Commissioner Bahr seconded the motion. It was approved.**

Present, review, and consider approval for Payment of Accounts due

**Accounts due included: \$7,500.00 from the Texas Associations of Counties Risk Management, \$85.50 for the Wood County Monitor, a May 2024 invoice of \$146.05 from Linebarger Goggan Blair and Sampson, LLC (the law firm that collects delinquent property taxes for Wood County ESD #1), a June 2024 invoice of \$19.94 from Linebarger Goggan, and a July 2024 invoice of \$130.13 from Linebarger Goggan. Commissioner Edwards moved to approve these payments totaling \$7,881.62, and Commissioner Mullinax seconded the motion. It was approved.**

ESD #1 Board to receive for review and consider approval for payment of sworn billing and any submitted requests of contractual amounts by Holly Lake Volunteer Fire Department (HLVFD)

**Captain Cheryl Thomas submitted invoices for a total request of \$13,945.02 for HLVFD expenses from July 3, 2024, through August 20, 2024. The commissioners reviewed these invoices. Commissioner Mullinax moved to approve reimbursement, and Commissioner Edwards seconded the motion. It was approved.**

**Captain Thomas also submitted invoices from September 2024 of \$13,951.87 to be approved at the October 2024 board meeting. Their approval will be considered at the October meeting.**

Activity Report including any training time from HLVFD and Christus EMS:

**HLVFD:**

Structure fire – 0  
Vehicle fire – 1  
Grass fire - 4  
Medical calls – 39  
Landing zone - 1  
Motor vehicle collisions - 3  
Public assists – 3  
Total – 51  
August training hours - 105

**Christus:**

33 calls with 20 transports (1 life emergency). Average response time was 14 mins., 19 secs.

Old Business:

1. Update on privacy or security event liability and expense (“cybersecurity coverage”) insurance policy available through Texas Association of Counties Risk Management Pool.

**The premium on cybersecurity coverage from TAC Risk Management Pool is \$5,000 annually. Commissioner Bahr and HLVFD Chief Joe Taylor had a good discussion with other Commissioners and those present, resulting in the recommendation that Wood County ESD #1 earmark funds of at least \$5,000 in the 2025 budget for creating data redundancy, providing training, purchasing equipment, and taking additional steps to “self-insure” against cyberattacks, in lieu of purchasing the TAC policy.**

**Commissioner Mullinax agreed with this strategy, stating that previously, the cybersecurity policy was a part of the public official’s liability policy. He also stated that ESD#1 board must submit a written “opt-out” to TAC of the cybersecurity policy before the end of September 2024.**

2. Discuss and consider for approval and payment of renewal of public officials' liability insurance policy through Texas Association of Counties Risk Management Pool.

**The Commissioners agreed that ESD#1 Board should renew the public officials' liability insurance policy offered by TAC. The ESD#1 Board has had this policy in place for several years. President Horn called for a motion to purchase the policy. Commissioner Bahr moved to do so, and Commissioner Edwards seconded the motion. It was approved.**

3. Discuss and consider for approval and payment of privacy or security event liability and expense ("cybersecurity coverage") insurance policy available through Texas Association of Counties Risk Management Pool.

**Commissioner Bahr moved to decline the cybersecurity coverage purchase from TAC and instead to establish the fund for 2025 (as described in item #1), and Commissioner Edwards seconded the motion. It was approved.**

4. Any other old business pending.  
**No other old business was discussed.**

#### New Business:

1. Receive public comment on proposed FY 2025 Budget for Wood County ESD #1.

**There were no members of the public present to comment on the proposed FY 2025 Wood County ESD#1 budget.**

2. Discuss and vote to consider for adoption the proposed FY 2025 Budget for Wood County ESD #1.

**Commissioner Mullinax recommended amendments to the Wood County Appraisal District costs for 2025, and Commissioner Bahr proposed a budget of \$6,000 to address computer safety and data processing redundancy, among other cyber security measures. The Commissioners appropriately adjusted other budget items.**

**There was discussion about Wood County ESD#1 Commissioners obtaining ".gov" emails for use when conducting Wood County ESD#1 business, and/or having ESD #1 provided laptops. President Horn stated that she will speak with Wood County's IT staff about these issues.**

**Commissioner Mullinax moved to approve the (please see attached) FY 2025 Wood County ESD#1 budget totaling \$245,274.00, and Commissioner Edwards seconded the motion. The FY 2025 Wood County ESD#1 budget was approved.**

3. Receive public comment on the proposed 2024 Ad Valorem tax rate of \$0.0463 per \$100 valuation for Wood County ESD #1.  
**There were no members of the public present to comment on the proposed 2024 Ad Valorem tax rate, even though the opportunity to comment was appropriately posted.**

4. Discuss and vote to consider for adoption the proposed 2024 Ad Valorem tax rate of \$0.0463 per \$100 valuation for Wood County ESD #1.

**Commissioner Bahr moved to adopt the rate, and Commissioner Edwards seconded the motion. It was approved. Wood County ESD#1 Board Secretary Cynthia Treece signed the ordinance, and President Kristina Horn verified the 2024 Ad Valorem tax rate of \$0.0463 per \$100 for Wood County ESD #1.**

5. Discuss any planned public events involving Wood County ESD #1, HLVFD, or Christus EMS.

**HLVFD will conduct an open house to showcase the new fire truck on Sunday, October 6, from 11 a.m. to 2 p.m., be present at the Hawkins Oil Fest as well as the Holly Lake Ranch (HLR) Community Appreciation Event on Saturday, October 12, and will attend and speak at the HLR Newcomers' Orientation on October 18. The department is also planning HLVFD training on October 21 and 28.**

**Christus has no planned events for October 2024.**

6. Any other new business.

**Commissioners Edwards asked Chief Taylor several questions about water supply for HLVFD. Chief Taylor has given this subject a great deal of thought and described ways that he is strategizing with members of the department to use the current infrastructure in innovative ways to better access water.**

Close Meeting

**President Horn asked for a motion to close the meeting. Commissioner Bahr moved to close, seconded by Commissioner Edwards. The motion was approved.**

By *Cynthia Treece*

Prepared by Cynthia Treece, Board Secretary, October 20, 2024