

**WOOD COUNTY EMERGENCY SERVICE DISTRICT #1
MEETING MINUTES
MONDAY FEBRUARY 19, 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

The meeting was called to order at 9:13 a.m. by President Kristina Horn. Commissioners Keith Mullinax, Robin Edwards and Cindy Treece were present. Commissioner Chuck Bahr had informed the board of his planned absence.

Certification by the 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 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.

Invocation

Commissioner Edwards gave the invocation.

Pledge of Allegiance

All stood for the Pledge.

Recognition of guests

No guests were recognized, but the board appreciated the presence of Fire Chief Joe Taylor and Captain Cheryl Thomas, as well as other members of the HLVFD and two Christus representatives.

Receive public comment

No public comments were made.

Review and consider approval of prior minutes

Commissioner Mullinax alerted Commissioner Treece to an error on page one of the December minutes (the January 2024 meeting was cancelled due to weather). The word "approval" needs to be changed to "approve." Commissioner Mullinax moved to accept the corrected minutes, and Commissioner Edwards seconded the motion. Corrected minutes will be sent to Commissioners.

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

Two Treasurer's Reports were presented, due to the cancellation of the January 2024 meeting. Commissioner Mullinax presented both reports.

The January 15, 2024 report showed a beginning balance of \$95,797.77. Disbursements were \$12,124.61, interest was \$29.92, and deposits of \$19,355.49. No accounts were due.

A request from the HLVFD for \$17,063.38 was made, and the commissioners present reviewed the relevant receipts. An outstanding deposit from the TAC of \$77,375.96 created an ending balance of \$173,173.73. Commissioner Mullinax moved to accept the January report, and Commissioner Edwards seconded the motion.

The February 19, 2024 report showed a beginning balance of \$95,797.77, with an interest deposit of \$51.20 and a TAC deposit of \$77,375.96 for an ending balance of \$173,173.73. Accounts due included a \$40.50 payment to the Wood County Monitor for a yearly public notice, and a quarterly statement from the Wood County Appraisal District for \$1,883.75. The Commissioners reviewed these invoices. A request from the HLVFD for \$17,063.38 was made. There were no outstanding deposits. The final balance was \$173,224.93. Commissioner Treece moved to accept the February report, and Commissioner Edwards seconded.

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

The accounts due included the \$40.50 payment and \$1,883.75 invoices mentioned above. Commissioner Mullinax moved to approve payment of these invoices, and Commissioner Edwards seconded the motion.

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)

A HLVFD request of \$17,063.38 from November 16 – December 18, 2023, was made, as mentioned above. Commissioner Mullinax moved to approve payment, and Commissioner Edwards seconded the motion.

HLVFD Captain Chery Thomas submitted a request of \$26,365.80 from December 21, 2023 – January 8, 2024, and a request of \$52,594.17 (which includes annual insurance) from January 22, 2024 – February 20, 2024. These requests will be considered for approval at the March 2024 meeting.

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

Vehicle fire - 1

Structure fires – 3

Grass fires – 1

Medical calls – 44

Landing Zones – 5

Motor vehicle collision – 2

Public assists – 4 (2 traffic control, 1 fire alarm, 1 smoke investigation)

Total – 60

Training hours – 127

Response time average was 14 minutes, 32 seconds (icy weather in January created challenges). Several children were transported to Dallas with respiratory emergencies.

Old Business:

1. Update by Treasurer on status of Wood County ESD #1 annual report to Texas Department of Emergency Management.

Commissioner Mullinax has completed, signed, and submitted the annual report.

2. Report by President on approval by Wood County Commissioners Court of FY 2024 Ad Valorem Tax Collection Contract between Wood County and Wood County Emergency Services District #1.

Commissioner Mullinax has completed the report, and it has been signed by the Commissioners' Court.

3. Any other old business still pending.

No additional old business was discussed.

New Business:

1. Discuss and take any necessary action for maintenance of Wood County ESD #1 website.

Commissioner Bahr has offered to aid Commissioner Treece in updating the ESD#1 website. Commissioner Mullinax has the sign-in for the site. Agendas and minutes need to be posted.

2. Report by Treasurer on status of Wood County ESD #1 annual publication of street address in local newspaper.

Commissioner Mullinax has placed this in the local newspaper, and payment will be made shortly.

3. Report by Treasurer on filing of Special Purpose District Report with State Comptroller due April 1, 2024.

Commissioner Mullinax has completed this filing.

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

Public events in March 2024 include a HLVFD waffle breakfast and bingo on March 2.

April 16, 2024 will be the annual golf tournament to benefit HLVFD.

There was a lengthy discussion led by Christus personnel about the upcoming total solar eclipse and the safety and health challenges it will potentially generate for our community.

Crowding of roadways and public areas, thousands of additional temporary residents (some of whom may not speak English), sudden seasonal weather changes, increased numbers of vehicle and boating accidents, increased calls to 911, and technology “crashes” are all likely to occur, based on other communities’ experiences during solar eclipse events. April 8, 2024, and the days before and after will require planning and focus from all local first responders. The intention is to “plan for the worst and hope for the best.”

5. Any other new business.

Commissioner Mullinax raised the subject of a 990N electronic postcard. The Commissioners believe this will not apply to ESD#1 as it is a government entity and not a 501c-3, but it may be relevant to the HLVFD’s Hook and Ladder organization. Captain Thomas will investigate this.

Commissioner Edwards reminded the board that Continuing Education Credits for ESD Commissioners are 6.0 hours a year. Training and conferences are offered by Safe-D and costs will be reimbursed by the ESD.

Chief Taylor reported that the new fire truck is being inspected in Wisconsin this month and is due to be delivered in March 2024.

Close Meeting

President Horn moved to close the meeting at 10:16 a.m. Commissioner Edwards seconded the motion.

By *Cynthia Treece*

Prepared by Cynthia Treece, Board Secretary, March 4, 2024