

**WOOD COUNTY EMERGENCY SERVICE DISTRICT #1  
NOTICE OF MEETING OF DIRECTORS TO BE HELD:  
MONDAY MARCH 18, 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

**President Horn called the meeting to order at 9:14 a.m. Commissioners Robin Edwards, Chuck Mullinax 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 Mullinax gave the invocation.**

Pledge of Allegiance

**All stood and recited the Pledge.**

Recognition of guests

**No guests were recognized, but the board appreciated the attendance of HLVFD personnel and Christus representatives.**

Receive public comment

**No public comments were made.**

Review and consider approval of prior minutes

**Commissioner Treece noted a correction to the February 19, 2024 minutes, called to her attention by Commissioner Mullinax. "\$1.20" in interest should be corrected to "\$51.20." Commissioner Mullinax moved to accept the minutes as corrected, and Commissioner Edwards seconded the motion. All voted to accept.**

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

**The March 18, 2024, Treasurer's Report showed a beginning balance of \$173,224.93, with disbursements of \$18,947.13, interest of \$66.15, and deposits of \$131,011.79 (from the Tax Assessor/Collector), for an ending balance of \$286,255.74. A deposit of \$193.42 was received as a small overpayment in taxes, making the final balance on March 18, 2024, a total of \$286,449.16.**

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

**Accounts due included a reimbursement of \$146.08 to Commissioner Mullinax for the ESD's GoDaddy annual domain renewal, and a reimbursement of \$202.24 to Commissioner Mullinax for the ESD's GoDaddy annual website and marketing renewal, for a total of \$348.32. The Commissioners reviewed both invoices. Commissioner Edwards moved to approve these reimbursements, and Commissioner Treece seconded. All voted to accept.**

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)

**The Commissioners reviewed a January 2024 request from the HLVFD covering December 21, 2023 to January 8, 2024 for \$26,365.80 and also a February 2024 request covering January 22, 2024 to February 20, 2024 for \$52,593.17 (includes an annual insurance premium), for a total request of \$78,958.97. The Commissioners reviewed receipts from these two requests. Commissioner Treece moved to approve the requests, and Commissioner Mullinax seconded. All voted to accept.**

For this meeting, there were no sworn billings presented, as a Quick Books issue prevented their presentation. HLVFD Captain Cheryl Thomas stated that the issue will be resolved shortly.

**Commissioner Treece moved to accept the Treasurer's Report and Commissioner Mullinax seconded. All voted to accept.**

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

**HLVFD:**

**Vehicle fire – 0**

**Structure fire – 1**

**Grass fire – 1**

**Medical calls – 38**

**Landing zones – 1**

**Motor vehicle collision – 0**

**Public assists – 3**

**Total – 44**

**Training hours were 126.5 hours and response time was 7.0 minutes.**

**Christus:**

**40 calls**

**22 transports**

**Response time was 14.51 minutes, due to one call that required additional "stage time."**

**Our attending Christus EMT Representative explained the challenges of EMT response time in rural areas. Christus generously funds EMT services at a loss but continues to build additional hospitals in communities such as Palestine and Mount Pleasant to better serve east Texas.**

Old Business:

1. Update on maintenance of Wood County ESD #1 website.

**Commissioner Treece stated that Commissioner Mullinax had provided her with the GoDaddy I.D. and password to enable her to post ESD agendas and minutes.**

2. Any other old business still pending.

**It was noted that the current contract for reimbursing costs of HLVFD rolls over yearly.**

New Business:

1. Discuss and take any necessary action for FY 2023 Audit report due to be filed with Wood County Commissioners Court by June 1, 2024.

**Commissioner Mullinax has turned the report in to McNeely and they are working on it.**

2. HLVFD to submit at April 2024 meeting to Wood County ESD #1 for review and discussion 1) an annual financial report including a profit and loss statement and balance sheet, and 2) an annual activity report for HLVFD.

**President Horn respectfully reminded HLVFD Chief Joe Taylor and Captain Cheryl Thomas that these annual reports are due to be reviewed at the April 2024 ESD#1 board meeting.**

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

**April 8 will be the solar eclipse event at HLR, open only to HLR residents and their guests in the RV storage area. Guests will use one emergency exit to enter and exit, and a second emergency exit will be available to first responders.**

**April 16 will be the annual golf tournament to benefit HLVFD, and there will be a waffle breakfast and an open house later this spring.**

4. Any other new business.

**Not categorized as new business, but Chief Taylor informed the Commissioners that the new firetruck was vandalized while being delivered. The manufacturer will replace the parts.**

Close Meeting

**Commissioner Edwards moved to adjourn the meeting, and Commissioner Mullinax seconded. All voted to accept. President Horn adjourned the meeting.**

By \_\_\_\_\_

Prepared by Cynthia Treece, Board Secretary, April 1, 2024