

## MINUTES OF MEETING

### CALDWELL COUNTY EMERGENCY SERVICES DISTRICT NO. 5

February 20, 2024

THE STATE OF TEXAS

COUNTY OF CALDWELL

The Board of Commissioners of Caldwell County Emergency Services District No. 5 ("District") met in regular session, open to the public, on Tuesday, February 20, 2024, at 6:00 p.m. in the 2<sup>nd</sup> Floor Courtroom of the Caldwell County Courthouse, 110 S. Main Street, Lockhart, Texas, pursuant to notice duly given in accordance with law.

The following Board Members were present, thus constituting a quorum:

Commissioner	Position	Attendance
Jeremy Driver	President	Present
Danney Rodgers	Vice President	Present
Larry Schnautz	Secretary	Present
Rebecca King	Treasurer	Present
Sherilyn Adcock	Asst. Secretary/Treasurer	Absent

Also present at the meeting were:

John Carlton – The Carlton Law Firm PLLC

Michael Parsons – The Carlton Law Firm PLLC

**Item 1 – Call meeting to order.** President Driver convened the meeting at 6:04 p.m. and took agenda items in the order described below.

**Item 2 – Citizens Comment:** At this time, any person may speak to the Board if they have filled out Participation Form. Comments will be limited to four (4) minutes per person. No action will be taken on these items and no discussion will be had between the speaker(s) and members of the Board. The Board does retain the right to correct factual inaccuracies made by the speakers. If this item lasts longer than 30 minutes, then the balance of comments will continue as the last agenda item of the day. No public comments.

**Item 3 – Approve and accept statements and oaths of office for appointed commissioners.** Statements and oaths of office were received and added to the records of the District.

**Item 4 – Action regarding election of officers for Board.** Commissioner Driver nominated Commissioner Rodgers for Vice President. Commissioner Schnautz seconded the motion, and the motion passed 4-0. Commissioner Driver nominated Commissioner King for Treasurer. Commissioner Rodgers seconded the motion, and the motion passed 4-0. Commissioner Driver nominated Commissioner Schnautz for Secretary. Commissioner Rodgers seconded the motion, and the motion passed 4-0. Commissioner Driver nominated Commissioner Adcock for Assistant Treasurer. Commissioner Schnautz seconded the motion, and the motion passed 4-0.

**Item 5 – Discuss and consider action on retaining legal counsel.** John Carlton of the Carlton Law Firm gave a presentation about his experience and practice. Commissioner Driver moved to retain The Carlton Law Firm. Commissioner Rodgers seconded the motion, and the motion passed 4-0.

**Item 6 – Discuss Board training requirements, including Open Meetings Act and Public Information Act training for Commissioners.** The Board discussed the Public Information Act and Open Meetings Act training on the Attorney General website and the six hour training requirement in the Health and Safety Code. No action was taken.

**Item 7 – Discuss and consider adopting rules of procedure.** The Board discussed Robert's Rules of Procedure. Tabled until the next meeting. No action was taken.

**Item 8 - Discuss and consider budget and tax rate process.** The Board discussed the process for budgets and tax rates. Tabled until next meeting. No action was taken.

**Item 9 - Discuss estimates of taxable values of property within District and notification of Caldwell County Appraisal District of creation.** The Board discussed being added to the Caldwell County Appraisal District as an entity. Commissioner Driver moved to authorize attorney to notify the Appraisal District of District creation. Commissioner King seconded the motion, and the motion passed 4-0.

**Item 10 – Discuss and consider action on Collection Agreement between District and the Caldwell County Tax Office.** Commissioner Driver moved to authorize attorney to notify the Tax Assessor of District creation. Commissioner Schnautz seconded the motion, and the motion passed 4-0.

**Item 11 – Action regarding obtaining Treasurer's bond.** Commissioner Driver moved to authorize attorney to gather information regarding the Treasurer's bond. Commissioner Rodgers seconded the motion, and the motion passed 4-0.

**Item 12 – Discuss and consider financing District startup costs pending receipt of tax revenues.** The Board would like to check on options with Government Capital, the City and the County for interim financing. No action was taken.

**Item 13 – Discuss and consider action on contracts for administrative and emergency services.** The Board discussed the possible contracts. No action was taken.

**Item 14 – Discuss and consider action on Resolution Establishing Fiscal Year.** Commissioner Driver moved to establish the Fiscal Year as October 1 to September 30. Commissioner Rodgers seconded the motion, and the motion passed 4-0.

**Item 15 – Discuss and consider action on District's federal employer identification number.** Commissioner Rodgers moved to authorize application for federal employer identification number. Commissioner King seconded the motion, and the motion passed 4-0.

**Item 16 – Discuss and consider establishing District depository accounts.** The Board discussed Commissioners Schnautz and King approaching First Lockhart National Bank about account information. No action was taken.

**Item 17 – Establish street address or P.O. Box for District and District administrative office and authorize publication of notice of same.** Commissioner Rodgers moved to obtain a P.O. Box. Commissioner Schnautz seconded the motion, and the motion passed 4-0.

**Item 18 – Discuss and consider action on Resolution Establishing Official Newspapers for District Publications.** Commissioner Schnautz moved to have the Luling Newsboy & Signal and the Lockhart Post Register designated the official newspapers. Commissioner Driver seconded the motion, and the motion passed 4-0.

**Item 19 – Discuss and consider District website and email addresses.** The Board discussed the District domain name of caldwellcounty5tx.org. Commissioner Schnautz moved to authorize Commissioner Rodgers to obtain the website domain and establish district emails for the Commissioners. Commissioner Driver seconded the motion, and the motion passed 4-0.

**Item 20 - Discuss and consider action on Resolution Regarding Public Participation at Open Meetings.** Commissioner Rodgers moved to adopt the Resolution allowing 30 minutes maximum time for the public to address the Board during public comment at the beginning of the meeting and to establish a four minute maximum time for individuals to address the Board on a particular item. Commissioner Schnautz seconded the motion, and the motion passed 4-0.

**Item 21 - Discuss and consider establishing District's regular meeting day, time and place.** Commissioner Schnautz moved to establish the first Monday of the month at 6pm at the Caldwell County Courthouse as the regular meeting day, time and place. Commissioner Driver seconded the motion, and the motion passed 4-0.

**Item 22 - Discuss and consider membership in Texas Association of Fire and Emergency Districts ("SAFE-D"), including attending SAFE-D conferences and webinars.** The Board discussed Texas Association of Fire and Emergency Districts membership. No action was taken.

**Item 18 – Discuss time, place, date, and agenda items for next meeting.** The next regular meeting will be March 4, 2024, at 6 p.m. at the Caldwell County Courthouse.

There being no further business, Commissioner Driver moved to adjourn, and Commissioner Rodgers seconded. The motion passed 4-0. The meeting adjourned at 7:39 p.m.

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Larry Schnautz, Secretary  
March 4, 2024