

ELLIS COUNTY EMERGENCY SERVICES DISTRICT NO. 10

MINUTES

November 10, 2025

A regular meeting of the Board of Commissioners of Ellis County Emergency Services District No. 10 was held on Monday, November 10, 2025, at 6:30 p.m., at the Bardwell Area Fire Department, 506 E. Sycamore Street, Bardwell, Texas 75101.

The following members were present, thus constituting a quorum:

Hank Hollywood	President	
Shantel Coleman	Vice President	
Sheryl Honza	Treasurer	
Brent Vrla	Secretary	
Chester Williams	Commissioner	

1. Invocation: By Commissioner Hollywood.
2. Pledge of Allegiance: Led by Commissioner Hollywood.
3. Call meeting to order: By Commissioner Hollywood @ 6:35PM.
4. Public Comment: No public present so no comments.
5. Public Comment on agenda items: No public attending so no comments.

REPORTS

6. Receive monthly report from the Treasurer and consider:

(a) approval of payment of monthly bills and invoices;

- Bank account opened with \$500 from BAVFD (who will be reimbursed).
- 35.95 for checks.
- \$10.22 account analysis charge.
- Current balance is \$453.83.

(b) approval of monthly financial report. Motion made to approve by Commissioner Williams. Second by Commissioner Coleman. All in favor – 5. All opposed – 0. Motion approved.

7. Receive monthly report from Fire Chief regarding emergency operations, response times, call volume, training, management activities, membership, equipment, apparatus, and fire station, and take any related action:

Inventory provided by Captain Robert Gillentine. Mutual aid call and received grant from SAFER for \$25,000. BAVFD hosted public Halloween event with St. Mary's and Mensajeros De La Verdad.

8. Receive monthly Commissioner activity reports on training received and subcommittee work:

Conference will be in San Antonio at SAFE-D. Commissioners will prefer to complete training online. Commissioners Williams and Vrla will check schedules.

9. Receive report from General Counsel, including, but not limited to, tax matters, pending contract issues, open records request, and other legal issues, if any, and take any related action:

Make sure that we post both the agenda and minutes. We need to separate some months where the minutes and agendas are separated, not posted as one. Post something mentioning that tax rate passed (Carlton Law Firm will send us verbiage). Post all members email addresses (already have posted) and add phone number.

DISCUSSION/ACTION ITEMS

10. Discuss and consider approval of the October 13, 2025, regular meeting minutes: Motion made by Commissioner Honza to approve minutes for October 13, 2025 and seconded by Commissioner Williams. All in favor – 5. All opposed – 0. Motion approved.

11. Discuss and consider action on contract for emergency services with Bardwell Area Volunteer Fire Department:
- BAVFD does not have FRO contract with EMS company. Carlton Law Firm will remove notation. BAVFD is a non-profit and is in compliance.
 - BAVFD will provide services 24/7 to the greatest extent that they can.
 - Suggested goal for response time is within 15 minutes. Will hope for improvement over time (according to Carlton). Captain Gillentine said that the response time will depend on distance from BAVFD Station. Suggested response time proposed by Captain Gillentine to be 15-20 minutes. Set at 20 minutes for now and improve over time. BAVFD will monitor, adjust, and improve over time. BAVFD will put policies in place.
 - All current equipment is owned by BAVFD. In the future, equipment may be owned by BAVFD, ESD 10, or a split.
 - Written reports monthly, quarterly, and annually drafted by Chief of BAVFD - # of runs, call time and TOS, SOP's, and training.
 - What all is owned by BAVFD (land, property, equipment, etc.). Consumables not included. All things valued at \$5,000 or more. Big items.
 - Purchases or loans – Keep communication open – For a large purchase. Bidding requirements changed from \$50,000 to \$100,000 in legislation this year. Dept. has to follow same procedures that district uses. Regulatory reports must be submitted by BAVFD (Captain Gillentine said that this is already done).
 - ESD 10 will pay for BAVFD insurance and ESD 10's property. Will cover everything that BAVFD owns and what ESD 10 owns. \$1,000,000 per occurrence and \$3,000,000 aggregate.
 - BAVFD does all the fire responses so BAVFD will not hold ESD 10 responsible.
 - Budget already determined and all line items specified.
 - For this year, budgeted amount for ESD 10 is \$95,000 and BAVFD is \$148,000. \$243,000 total.
 - BAVFD will be reimbursed for all expenses that they covered for ESD 10 prior to tax funds being received – backdated to October 2025.
 - Try to retain at least \$20,000 in savings.
 - Financial statement of BAVFD will account for how they spend public funds. BAVFD will have an annual audit and ESD 10 will pay for it. Line item needs to be added for audit for BAVFD. Audit will be for Fiscal Year 2026 performed in 2027. Revenue \$250,000 or less – compiled financial statement. A full audit will need to be performed for revenue over \$250,000.
 - Term is October 1 to September 30. Each year, an amendment will need to be performed to change the contract so we do not have to go through the entire contract every year.
 - 90 days for contract termination.
 - If agreement between BAVFD and ESD 10 terminates, how do assets get separated? Addressed in contract.
 - Michael Anthony – Chief of BAVFD.
 - Everything in this agreement protects ESD 10, not BAVFD.
 - Carlton Law Firm needs area map and chain of command of BAVFD – provided by BAVFD. Chief – Michael Anthony, Assistant Chief – Chad Wester. Captain Robert

Gillentine. Lieutenant Jonathan Rudd. Board of Directors for BAVFD – President is Michael Anthony.

- Review contract (with changes) prior to next meeting and get back with Carlton Law Firm.
- Move to approve contract and changes made by Commissioner Vrla. Second by Commissioner Honza. All in favor – 5. All opposed – 0. Motion carries.

12. Discuss and consider approval of purchasing agreements with HGAC and BuyBoard:

- Can make things simpler for purchasing large items and small items. Carlton Law Firm recommends joining both HGAC and BuyBoard (has a participation agreement to join). Commissioner Hollywood will need to sign. BAVFD is currently on BuyBoard. ESD 10 will also need to be a member. Motion to join HGAC and BuyBoard made by Commissioner Williams. Seconded by Commissioner Honza. All in favor – 5. All opposed – 0. Motion passes.

13. Discuss and consider approval of Resolution Authorizing Payment of Fees of Office: Carlton Law Firm said that this is optional. Some ESDs do but some do not. Commissioners decline being paid fees at this time. Motion made by board to disapprove made by Commissioner Williams and seconded by Commissioner Coleman. All in favor – 5. All opposed – 0. Motion carries.

14. Discuss and consider Commissioners' terms of office expiring at year end: Check with Ellis County to check to see what is in Ellis County Fire Dept office. Check Commissioner Court Minutes. Some offices need to be in 1 year or 2 year terms so each all terms do not expire at the same time. This will take place late November or early December. Table for now.

15. Discuss required training hours for Commissioners:
6 hours required every 2 years.

16. Discuss agenda items, time, and date for next meeting:

Next meeting will be December 8, 2025 @ 6:30 PM.

17. Adjournment:

Meeting adjourned at 7:55 PM.

Approved December 8, 2025



Brent Vrla, Secretary
Ellis County Emergency Services District No. 10