

**ELLIS COUNTY EMERGENCY SERVICES DISTRICT NO. 10**

**MINUTES**

**December 8, 2025**

A regular meeting of the Board of Commissioners of Ellis County Emergency Services District No. 10 was held on Monday, December 8, 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	Present
Shantel Coleman	Vice President	Absent
Sheryl Honza	Treasurer	Present
Brent Vrla	Secretary	Present
Chester Williams	Commissioner	Present

The following people were also in attendance: Kelli Carlton (The Carlton Law Firm) via teleconference.

1. Invocation: Commissioner Hollywood.
2. Pledge of Allegiance: Commissioner Hollywood.
3. Call meeting to order: Commissioner Hollywood called the meeting to order at 6:35 p.m.
4. Public Comment: None.
5. Public Comment on agenda items: None.

**REPORTS**

6. Receive monthly report from the Treasurer and consider:
  - (a) approval of payment of monthly bills and invoices;
    - Account opened with \$500 from BAVFD.
    - Checks: \$35.95.
    - Analysis charge: \$10.22.
    - Deposit: Tax money coming in \$2,955.82.
    - Pending deposit: \$7,149.59.
    - Total cash in bank: \$10,590.35.
    - Cut BAVFD check for \$3,282.90 for reimbursement to BAVFD.  
Commissioners Hollywood and Honza to sign.

Commissioner Honza made a motion to approve the payment of the monthly bills, invoices, and the reimbursements. Commissioner Williams seconded. All in favor 4-0.

(b) approval of monthly financial report.

Commissioner Honza made a motion to approve the monthly financial report. Commissioner Williams seconded. All in favor 4-0.

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;

Chief Anthony presented the monthly report. There was a total of 5 calls. There were 18 hours of training in October and 10 in November. Captain Gillentine noted that no response times were recorded.

No action taken.

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

No action taken.

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;

Ms. Carlton participated as needed in the items below.

#### **DISCUSSION/ACTION ITEMS**

10. Discuss and consider approval of the November 10, 2025, regular meeting minutes:

Commissioner Williams made a motion to approve the November 10, 2025, regular meeting minutes as presented. Commissioner Honza seconded. All in favor 4-0.

11. Discuss and consider submitting required annual report to the Division of Emergency Management:

Ms. Carlton informed the Board that the annual report is due on January 1, 2026, and that The Carlton Law Firm will submit it on the District's behalf.

Commissioner Vrla made a motion to approve the submission of the annual report by The Carlton Law Firm. Commissioner Honza seconded. All in favor 4-0.

12. Discuss and consider action on contract for emergency services with Bardwell Area Volunteer Fire Department:

The Board reviewed the finalized version of the contract. Ms. Carlton explained the changes made to the draft contract after the last meeting.

Commissioner Vrla made a motion to accept the contract as presented and submit the contract to Bardwell Area Volunteer Fire Department for signature. Commissioner Williams seconded. All in favor 4-0.

13. Discuss and consider Commissioners' terms of office expiring at year end:

Ms. Carlton explained that the five Commissioners' terms are staggered, with two or three appointments/reappointments each December. The District will check with Tim Birdwell to see if reappointment is on the December 22, 2025, Commissioners Court agenda. The District will email Gloria Stroud, Mr. Birdwell's Manager. The suggested terms are as follows:

- President, Treasurer, and Secretary: 2 year terms for the January 1, 2026 - December 31, 2027 term.
- Vice President and Commissioner: 1 year term for January 1, 2026 - December 31, 2026 term.

No action taken.

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

The Board discussed adding the review of BAVFD's SOG (Standard Operating Guidelines) to the District's January 2026 Meeting. The next meeting is scheduled for January 12, 2026, at 6:30 p.m. The District anticipates meeting on the 2<sup>nd</sup> Monday of every month at 6:30 p.m.

Commissioner Vrla made a motion to approve the January 12, 2026, meeting date. Commissioner Williams seconded. All in favor 4-0.

15. Adjournment:

Commissioner Vrla made a motion to adjourn the meeting. Commissioner Williams seconded. All in favor 4-0. The meeting adjourned at 6:55 p.m.

Approved January 12, 2025

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