

CRANE COUNTY ESD NO. 1
SPECIAL MEETING MINUTES --- AUGUST 5, 2023

Notice of hereby given that a special meeting of the Board of Commissioners of Crane County Emergency services District No. 1 was be held on **August 5, 2023, at 2:00 pm.**, notice of said meeting posted 72 hours prior on the door of the Crane County Fire Department on August 2, 2023.

Time: 2:00 p.m.

Location: Crane Fire Department

Date: August 5th, 2023

BOARD MEMBERS PRESENT:

- BERRY INGRAM
- SANDY HUBBARD
- KENDAL HARTMAN

POSITION:

PRESIDENT
ASST SECRETARY

1. **Called meeting to order:** 2:10 P.M.
2. **Public Comment:** No public comments
3. **Consider taking action regarding 2023-24 budget:** Commissioner Ingram suggested moving this to the end of the discussion items and all agreed.
4. **Discuss and consider taking action regarding 2023 tax rate, including:**
 - (a) **establishing proposed tax rate;**
 - (b) **taking record vote and scheduling public hearing;**
 - (c) **authorizing expense and publication of “Notice of Public Hearing on Tax Increase” in the Newspaper; and**
 - (d) **acknowledging and approving posting of “Notice About 2023 Tax Rates” and “Notice of Public Hearing on Tax Increase” to home page of District website;**

Tax Rate memorandum from Carlton Law was reviewed and discussed. Rate of 0.085 was proposed by Commissioner Ingram. Proposed to allow funds to continue to build EMS paid service. Last day to Petition the rate is Aug. 28th according to County Clerk Janie Hodges in attendance of the meeting. Opened up for discussion. Commissioner Hubbard made a motion that 0.085 be the Proposed Tax Rate. Seconded by Commissioner Hartman. All in favor, Hubbard, Hartman and Ingram.

Discussed Public Hearing Date of Aug 16, 2023. Discussed ad in paper of Proposed Tax Rate must be next week and deadline to contact newspaper is Monday Aug 7th. Discussed items listed on (d). These were posted to District’s FB Page Aug, 4, 2023 in lieu of a website. Commissioner Hartman made a motion to approve Item 4 a-d as discussed.

Commissioner Hubbard seconded. All in favor, Hubbard, Ingram and Hartman.

5. **Approve and accept statements and oaths of office for appointed Commissioners;** Motion made by Commissioner Hubbard to accept the appointment and oath of office of Commissioner Kendal Hartman. Commissioner Ingram seconded. All in favor, Hubbard, Ingram and Hartman.
6. **Action regarding election of officers for the Board;** No action taken. Will wait until there are more board members present.
7. **Discuss and consider District website status, accessibility, and posting requirements and take any related action;** Director Moya reviewed quote and discussion from previous regular meeting of TAC building a website for the District. Premium \$3,200 a year. \$1,300 set up. Commissioner Ingram suggested 10 emails, each board member, Director, Director's assistant, District, CFD and 1 extra. Commissioner Hubbard made a motion to approve TAC building the District website according to the terms discussed. Seconded by Hartman. All in favor, Ingram, Hubbard and Hartman.
8. **Discuss and consider accepting TMLIRP proposal for insurance of District vehicles and building;** Discussed TMLIRP Proposal for Liability/Property Insurance on the property, vehicles and for Worker's Compensation. Discussed getting a 2% discount for paying annually. Commissioner Hubbard made a motion to approve the TMLIRP Proposal for Liability insurance on the Property and vehicles and for Worker's Compensation. Seconded by Commissioner Hartman. All in favor, Hartman, Hubbard and Ingram.
9. **(3 Revisited) Consider taking action regarding 2023-24 budget:** Items on last year's budget were discussed line by line: **Contract 24 hr Ambulance Service with 1st Response** Oct. 2023 – Sept 2024- Does not have to be put out for bid. Commissioner Ingram proposed 650,000 and asked if there were any comments. County Clerk Hodges suggested that 1st Response needed to come review the layout of the courthouse. She referenced an incident where a patient was taken out down a public hallway when they could have used a more private exit. Discussion followed that the school and other buildings needed to be addressed by them. **Legal Fees-** Discussion that continued need of legal advice in continuing to set up the District correctly would necessitate raising the budget to \$30,000. **Fire Dept-** Discussion of the budget proposed by the CFD resulted in raising the Miscellaneous- Bunker gear, Hose/Nozzles, Tools from 40,000 to 60,000 after discussion of needing to replace hoses Vehicle Maint \$40,000 Travel/Training \$60,000 Radio Maint. \$10,000 SCBA Maint. \$10,000 Total of their proposed budget is \$180,000. **Administration Salary/benefits-** Discussion of need for future employees and suggestion to raise to

\$300,000 Several options were discussed including a full time certified employee under Director Moya to help out volunteers with various duties or to employ a part time. Goal with this is to improve the quality of services offered by the District.

Insurance: After discussing how much has been spent on insurance so far the amount was lowered to \$25,000 **City Lease Fee-** lowered to \$1.00 per agreement with city.

Visibility/Communication- left at \$100,000 after discussing the need to get out in the public and make them aware of the District. Public classes, handouts and promo items such as pens, items for school sports events were discussed. Ingram suggested that Moya look into Challenge Coins for the dept. as well. **New Const./Bldg Repair-** remained at \$100,000 after discussing need for a new floor to cover current asbestos tiles, new door and security system, and need for an engineering study due to possibly building on to the fire station due to the need to house future EMS personal. **Fuel-** discussed recent invoices and raised to \$25,000. **Commissioner Training-** Must have 6 hrs every 2 years Discussed sending 2 commissioners each year to EMS conference and raised to \$25,000. **Commissioner benefit-** discussed allowed of \$100 per meeting and amount remained at \$30,000. **Clothing/Patches/Stationary-** Discussed shirts for the staff, remained at \$8,000. **Office Equipment/Supplies-** remained at \$10,000. Added line:**Utilities-** discussed recent bills , electric, phone and gas to come up with \$40,000 recommended. **Capital outlays** were discussed: **Hose Replacement-** Ingram and Moya discussed the age and condition of the hoses and it was determined that replacement of hoses will be needed. Proposed amount \$50,000. **Purchase Radios,** truck mount & handheld- \$40,000 and **Thermal Drone-** \$20,000 requested by CFD. Discussed **new ambulance** and Moya getting specs for one. Medical director discussed. Moya has spoken to Dr. Medina and is waiting for a reply.

10. **Discuss agenda, time, and date for next meeting;** Set next regular meeting for Aug 8, 2023
11. **Adjourned the meeting:** 3:45 p.m.