

REGULAR MEETING

CRANE COUNTY ESD #1

Notice of hereby given that a regular meeting of the Crane County ESD #1 will be held on October 11th, 2022 at 7:00 PM at the Crane County Fire Station, Crane, Texas, notice of said meeting posted 72 hours prior on door of the Crane County Fire Department on October 7th, 2022

TIME: 7:00 PM

LOCATION: CRANE FIRE DEPARTMENT

DATE: OCTOBER 11th, 2022

BOARD MEMBERS PRESENT

NAME:

POSITION:

- | | |
|-----------------|--------------------------|
| • BERRY INGRAM | PRESIDENT |
| • ANDREW OVALLE | COMMISSIONER |
| • ARRON MARTIN | SECRETARY/ TREASURER |
| • SANDY HUBBARD | AST SECRETARY/ TREASURER |
| • MARK HEISER | VICE PRESIDENT |

TOPICS DISCUSSION:

1. Called meeting to order at 7:02 PM
2. **PUBLIC COMMENT-** No comment
3. **REVIEW AND CONSIDER APPROVAL OF MINUTES FROM SEPTEMBER 13, 2022 MEETING MINUTES-** Sandy made a motion to approve minutes, Andrew 2nd. Motion passed 4-0.
4. **REVIEW AND CONSIDER APPROVAL OF MINUTES FROM SEPTEMBER 27, 2022 SPECIAL MEETING MINUTES -** Andrew made a motion to approve minutes, sandy 2nd. Motion passed 4-0.
5. **DISCUSS AND CONSIDER RESOLUTION ESTABLISHING DISTRICT FISCAL YEAR-** Berry read over documents, Sandy made A motion to approve Resolution Establishing District Fiscal Year, Andrew 2nd, motion passed 4-0. Secretary Arron signed document.
6. **APPROVE FY 2022- 2023 BUDGET RESOLUTION-** Sandy made a motion to approve to approve Resolution Adopting Budget, Andrew 2nd, Motion passed 4-0, Document will need to be notarized.
7. **DISCUSS AND CONSIDER ESTABLISHING DISTRICT OFFICE AND AUTHORIZE PUBLISHING NOTICE OF LOCATION IN NEWSPAPER-** Crane fire department is the established location, Sandy will get location printed for newspaper.
8. **DISCUSS AND CONSIDER CONTRACT FOR PROPERTY VALUE APPRAISAL WITH APPRAISAL DISTRICT-** No needed agreement, discussion made, law firm will discuss fee requirement with appraisal district.

- 9. DISCUSS AND CONSIDER CONTRACT FOR TAX ASSESSMENT AND COLLECTION SERVICES WITH COUNTY TAX ASSESSOR-** Already in place, signed on previous meeting.
- 10. DISCUSS AND CONSIDER ASSUMING RESPONSIBILITY FOR EMERGENCY SERVICES FROM THE CITY OF CRANE AND RELATED AGREEMENT AND TAKE ANY RELATED ACTION-** No action to be taken, ESD BOARD will acquire full responsibility on January 31st unless it can be done earlier, all equipment will be leased from the city. Law firm will work with city to draft agreement.
- 11. DISCUSS AND CONSIDER PROVIDING EMERGENCY MEDICAL SERVICES TO OTHER GOVERNMENTAL ENTITIES, COST ALLOCATIONS, AND TAKE ANY RELATED ACTION-** Discussion over topic will be in the future, no action taken.
- 12. DISCUSS AND CONSIDER AUTHORIZING SOLICITATION OF PROPOSALS FOR EMERGENCY MEDICAL SERVICES OR THE DISTRICT-** Draft a proposal to be presented to other providers, Motion made to have Law firm work on proposal to show and next meeting, Sandy 2nd. Motion passed 4-0.
- 13. DISCUSS REQUIRED TRAINING HOURS FOR COMMISSIONERS-** 6 hours of training required, 1-2 years, 3 hours added to following years. No action taken.
- 14. DISCUSS AND CONSIDER ATTENDING TEXAS STATE ASSOCIATION OF FIRE AND EMERGENCY SERVICES DISTRICT (SAFE-D) ANNUAL CONFERENCE IN 1ST QUARTER OF NEXT YEAR-** Berry passed out SAFE-D conference on February 2-4 2023, further discussion in future on attendance.
- 15. AUTHORIZING FILING REPORT WITH TEXAS DEPARTMENT OF EMERGENCY MANAGEMENT-** Kelsey spoke the need to file a report, no action taken.
- 16. DISCUSS AND CONSIDER APPROVING A RECORDS MANAGEMENT PROGRAM-** Kelsey spoke about action needed to be taken and information over subjects to be discussed, all info needed to be kept in records for varying years, secretary will serve as Record Management Officer, Andrew made motion to approve Order Establishing Records Management Program and Appointing Records Management Officer and Public Information Coordinator, Sandy 2nd. Motion passed 4-0.
- 17. DISCUSS AND CONSIDER THE PROCESS FOR HIRING PERSONNEL FOR THE DISTRICT, AND TAKE ANY RELATED ACTION-** Consider hiring a director, will get with law firm on hiring purpose. No action taken.
- 18. DISCUSS AND CONSIDER CONTRACT FOR BOOKKEEPING SERVICES-** Will speak with law firm regarding hiring.
- 19. DISCUSS AND CONSIDER ENGAGING AND AUDITOR FOR THE DISTRICT-** Have not reached out to anyone, will discuss over more in future. No action taken.
- 20. DISCUSS AND CONSIDER DEPOSITORY ACCOUNT AGREEMENT WITH BANK(S) TO COMPLY WITH THE TEXAS PUBLIC FUNDS COLLATERAL ACT-** Copy of minutes for proof it was addressed over agreement to use West Texas nation bank, group bond. Authorized law firm to contact and work with West Texas National Bank to draft an agreement.
- 21. DISCUSS AND CONSIDER OBTAINING DISTRICT INSURANCE, INCLUDING GENERAL LIABILITY INSURANCE AND DIRECTORS AND OFFICERS LIABILITY INSURANCE-** Kelsey discussed the reasons for insurance, will table till next meeting. No action taken.
- 22. DISCUSS AND CONSIDER RESOLUTION AUTHORIZING PAYMENT OF FEES OF OFFICE-** Berry discussed wages and income for ESD board members, Sandy made motion to approve Resolution Authorizing Payment of Fees of Office, Andrew 2nd. Motion passed 4-0.

- 23. DISCUSS AND CONSIDER APPROVIN A DISTRICT SEAL-** Andrew will work on seal and present at next board meeting.
- 24. DISCUSS AGENDA, TIME, AND DATE FOR NEXT MEETING-** Will meet on 2nd Tuesday of November at 7:00 pm.
- 25. ADJOURN MEETING-** Sandy made motion, Andrew 2nd, Motion passed 4-0 and meeting adjourned at 7:57 pm.