

Minutes of December 12, 2022

KERR COUNTY EMERGENCY SERVICES DISTRICT No. 3

Kerr Country Emergency Services District 3 gave notice on December 8, 2022 that it would meet on Monday, December 12, 2022, at 6:00 P.M. at the Center Point VFD Station, 548 Kelly St., Center Point, TX to consider the following agenda:

1. Call to Order: The Commissioners of the Kerr Country Emergency Services District 3 met on Monday, December 12, 2022 at 6:00 P.M. at the Center Point VFD STATION, 548 Kelly St., Center Point, TX. President Danny Langbein called the meeting to order at 6:00 P.M. Present were Commissioners Danny Langbein, Jeff Mitchell, Amy Palmer, Dennis Brown and Kathleen Vincent; a quorum was present. Also attending the meeting were Center Point Volunteer Fire Chief Charles Holt and Kay Brown.
2. Citizen Comments: None
3. Review and approve Meeting Minutes from November 28, 2022:  
Jeff Mitchell moved to accept the minutes as presented. Dennis Brown seconded. The motion passed unanimously.
4. Fire Chief's Report:  
Chief Holt reported that there had been no calls to date this month. The department received a donation for their response to a control burn. Five firefighters attended the extraction class. The command truck should be finished in approximately 6 weeks.
5. Treasurer's Report:  
Amy Palmer reported that ESD3 had received invoices legal fees for \$359, appraisal district fee for \$1,423.75 and \$12 for postage. ESD3 has received 2 deposits — \$42, 974.86 and \$70,353.56. The bank balance is \$113,328.42 as of today.
6. Consider, discuss and take appropriate action on Treasurer's Report  
Amy Palmer will be working with our CPA to complete the set up of the Quick Books system and a mobile app.
7. Consider, discuss and take appropriate action on invoices due for payment  
Amy Palmer moved that invoices for legal fees for \$359, appraisal district fee for \$1,423.75 and \$12 for postage be approved for payment. Jeff Mitchell seconded. Motion passed unanimously.
8. Consider, discuss and take appropriate on opening an account at a second bank  
Amy Palmer will research the need for a second bank account and report at the January meeting.
9. Consider, discuss and take appropriate action on further legal needs with lawyer  
Amy Palmer will contact attorney John Peeler to identify a date to discuss ESD3 - CPVFD contract.
10. Consider, discuss and take appropriate action on contract between ESD3 and CPVFD  
No action will be taken at this time.
11. Consider, discuss and take appropriate action on contract VFIS insurance policy for ESD3  
Amy Palmer moved that ESD3 work with VFIS of Texas/A Division of WinStar Insurance Group to secure insurance coverage for ESD3. Dennis Brown seconded. The motion passed unanimously.

Kathleen Vincent will contact VFIS representative John Hudson to identify a date to discuss insurance needs.

12. Consider, discuss and take appropriate action on bid process

Amy Palmer reported that the Request for Proposal was sent out to vendors Metro Fire, Fireovac and Pierce for a new tender. Metro Fire and Fireovac responded by the deadline; Pierce did not respond. Commissioners reviewed the responses from Metro Fire and Fireovac to the 11 minimum requirements for a tender. Metro Fire met 4 of the minimum requirements; Fireovac met all 11 of the minimum requirements.

Amy Palmer moved that ESD3 accept the Fireovac bid of \$488,015. Jeff Miller seconded. The motion passed unanimously.

13. Consider, discuss and take appropriate action on items needed for office/office supplies

ESD3 needs a locking file cabinet. Kathleen Vincent will research options. Amy Palmer moved that ESD3 purchase a locking file cabinet at a cost not to exceed \$300. Dennis Brown seconded. The motion passed unanimously.

14. Reports:

None

15. Agenda Items for Next Meeting:

Contract between ESD3 and CPVFD  
VFIS insurance policy  
Office supplies  
Standing agenda items

16. Adjourn:

Kathleen Vincent moved to adjourn at 7:05 P.M. Jeff Mitchell seconded. The motion passed unanimously.

NOTE: Commissioners, if necessary, may go into closed executive session under Section 2 Article 6256-17 to meet with its attorney or to discuss matters related to real property or contracts. No session is currently planned.

Minutes approved by ESD 3 Commissioners.

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President