

Minutes of November 28, 2022

KERR COUNTY EMERGENCY SERVICES DISTRICT No. 3

Kerr Country Emergency Services District 3 gave notice on November 18, 2022 that it would meet on Monday, October 24, 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, November 28, 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 6:01 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, Jerry Vincent, Kay Brown, Megan Holt and Susan Walker. Attorney John Peeler was on a phone conference call with the Commissioners for item 6 on the agenda below.

2. Citizen Comments: None

3. Review and approve Meeting Minutes from October 24, 2022:

Amy Palmer moved to accept the minutes as presented. Jeff Mitchell seconded. The motion passed unanimously.

4. Fire Chief's Report:

Susan Walker gave Chief Holt's report: CPVFD has responded to 2 vehicle fires, 1 vehicle wreck, 1 structure fire (on site for 8 hours), and 1 brush pile fire resulting in 5 calls for November and 132 call year to date.

5. Treasurer's Report:

Amy Palmer reported that we received the first check from Kerr County. In future deposits from Kerr County will be handled electronically. The latest adjustment from the Appraisal District is \$512,018. This amount could adjust up or down based on changes by the Appraisal District, but should not be more than 5%. That amount assumes 100% collection. She reported that she ordered checks for the checking account and will be working with the CPA to set up our QuickBooks system. Attorney John Peeler's office sent an invoice for his fees to date.

6. Consider, discuss and take appropriate action on further legal needs with lawyer

Attorney John Peeler was on a phone conference call to answer questions from Commissioners regarding the process of drafting a contract between ESD3 and CPVFD. He recommended that the contract be in place prior to beginning the distribution of funds from the ESD. It was discussed that Mr. Peeler would send a sample contract for the Commissioners to consider prior to the next meeting.

Mr. Peeler reviewed the process for the Commissioners to consider bids and suggested that the ESD establish a formal process for that process as well as establish a matrix for scoring the bids received.

Jeff Mitchell moved that the Board approve Amy Palmer to facilitate drafting a request for proposal for bids with the assistance of Chief Holt. Dennis Brown seconded. The motion passed unanimously.

7. Consider, discuss and take appropriate action on Treasurer's Report

Bob Reeves suggested that ESD3 consider opening a second bank account with a second institution because of the maximum amount held in any one bank account that is

covered by FDIC insurance. No action was taken and consideration of this suggestion will be added to agenda for the next meeting.

8. Consider, discuss and take appropriate action on invoices

Discussion of payment of invoices will be added to the agenda for the next meeting.

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

Discussion of office supply needs will be added to the agenda for the next meeting.

10. Reports:

None

11. Agenda Items for Next Meeting:

Contract between ESD3 and CPVFD

VFIS insurance policy for ESD3

Bid process

Invoices due for payment

Opening an account with a second bank

Review office supply needs for ESD3

Standing agenda items

12. Adjourn:

Amy Palmer moved to adjourn at 7:20 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.

President