

Minutes of December 18, 2023

### KERR COUNTY EMERGENCY SERVICES DISTRICT No. 3

Kerr Country Emergency Services District 3 gave notice on December 13, 2023 that it would meet on Monday, December 18, 2023, 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 18, 2023 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 6:02 P.M. Present were Commissioners Danny Langbein, Jeff Mitchell, Amy Palmer and Kathleen Vincent; Ed Story was unable to attend; a quorum was present. Also attending the meeting were CPVFD Fire Chief Charles Holt, CPVFD Board president Shawn Bayless, Pct. 2 County Commissioner Rich Paces.
2. Review and approve Meeting Minutes from November 20, 2023: Amy Palmer moved to accept the minutes as presented. Jeff Mitchell seconded. The motion passed unanimously.
3. Fire Chief's Report: Chief Holt reported they have responded to 92 calls year to date; month to date there were 3 responses — 1 LZ call, 1 burning after dark, 1 structure fire. Chief Holt conducted the required annual fire inspection at Starlite Recovery Center. He will coordinate with ESD3 treasurer to update status of equipment and reconcile POs. The new CPVFD lighted sign has been installed. Engine 8-1 has been delivered to Turtle Creek VFD as previously agreed and they have taken possession of the vehicle (it no longer belongs to CPVFD).
4. Treasurer's Report: Treasurer reported that the checking account balance on December 18, 2023 is \$276,480.20. There are currently 3 checks to Metro Fire and 1 check to Advance Rescue that have not cleared. Due to the monthly meeting being scheduled early because of the Christmas holiday, not all the financial reports were available for this meeting, but the Treasurer's Report to date and Kerr Central Appraisal District refund due Entities are on file. Danny Langbein reviewed the November 30, 2023 Statement of Financial Position and Statement of Activity prepared by our CPA and are now on file.
5. Consider, discuss and take appropriate action on Treasurer's Report: Jeff Mitchell moved to approve the Treasurer's Report as presented. Kathleen Vincent seconded. The motion passed unanimously.
6. Consider discuss and take appropriate action on impact of vehicle insurance costs for ESD3 owned vehicles on ESD3 budget for 2023-2024 fiscal year: No action was taken at this time.
7. Consider discuss and take appropriate action on year end financial report for ESD3: No further action required at this time.
8. Consider discuss and take appropriate action on Maintenance Contract: No action was taken at this time.
9. Consider discuss and take appropriate action on appointment of Commissioners Langbein, Mitchell and Palmer: No action taken at this time. Pct. 2 Commissioner Rich Paces is working on this.
10. Consider discuss and take appropriate action on clarification that President has the authority to sign all documents for ESD3 business as necessary: Amy Palmer moved that the ESD3 Board President has the authority to sign all documents for ESD3 business as necessary. Jeff Mitchell seconded. The motion pass unanimously.
11. Consider discuss and take appropriate action on VFIS renewal of insurance policy: Kathleen Vincent will contact John Hudson, VFIS representative, for a formal proposal to be reviewed at the January 2024 meeting.

12. Consider discuss and take appropriate action on training for ESD3 Commissioners: Danny Langbein asked Commissioners to review options on SAFE-D and be prepared to discuss at the January 2024 meeting.

13. Consider discuss and take appropriate action on final approval of ESD3 website: Kathleen Vincent reviewed all the changes that had been requested. Jeff Mitchell moved that the website be approved as presented in the prototype and move forward with launching the website. Amy Palmer seconded. The motion pass unanimously.

14. Reports:

None

15. Agenda Items for Next Meeting: appointment of commissioners, election of officers, auto bill pay, Maintenance Contract, VFIS insurance renewal, training opportunities

The next regular will be January 22 at 6:00 p.m. at the CPVFD station; notice will be posted accordingly.

16. Adjourn: Amy Palmer moved to adjourn at 6:50 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