

Minutes of May 22, 2023

KERR COUNTY EMERGENCY SERVICES DISTRICT No. 3

Kerr Country Emergency Services District 3 gave notice on May 17, 2023 that it would meet on Monday, May 22, 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, May 22, 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 6:01 P.M. Present were Commissioners Danny Langbein, Jeff Mitchell, Amy Palmer, Ed Story and Kathleen Vincent; a quorum was present. Also attending the meeting were Center Point Volunteer Fire Chief Charles Holt, CPVFD Capt. Jerry Vincent and CPVFD Board president Shawn Bayless.

2. Citizen Comments: None

3. Charles Carson, Peoples State Bank, Center Point, presentation about possible cash management options for ESD3

Mr. Carson said that US Treasury notes could be used to secure funds over the \$250,000 FDIC insured funds and still maintain liquidity for ESD3. He said that Peoples State Bank could offer better rates for government entities such as ESD3 and offer fixed rate loans (no floating or variable rates) to ESD3. He offered to come to the June meeting with the appropriate paperwork if ESD3 decides to move forward with financing vehicles through People State Bank.

4. Review and approve Meeting Minutes from April 24, 2023:

Amy Palmer moved to accept the minutes as presented. Ed Story seconded. The motion passed unanimously.

5. Fire Chief's Report:

Chief Holt reported 9 calls to date for May: 1 structure fire, 1 gas leak, 1 LZ, 3 vehicle wrecks, 2 brush pile fires and 1 vehicle fire. He reported that CPVFD has changed their policy to require annual drivers license checks for their personnel as recommended by the lawyer. He also said that there may be times when the Command Truck may be at the Chief's residence in "ready position."

6. Treasurer's Report:

Amy Palmer reported that \$42,728.00 and \$3,757.00 was paid to Metro Fire for the command truck and \$2,222.25 for legal services to Coveler & Peeler. There was a debit charge of \$3,658.72 for the purchase of 3 laptop computers and related items. She will be meeting with the accountant to begin the QuickBooks set up prior to the June meeting. Mr. Carson presented a letter to ESD3 Treasurer submitting a bid for Depository Services. That letter is on file with ESD3. The full Treasurer's Report is attached.

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

Jeff Mitchell moved that the Treasurer's Report be approved as presented. Ed Story seconded. The motion passed unanimously.

8. Consider, discuss and take appropriate action on ESD3 cash management options

Ed Story moved that all ESD3 funds stay with Peoples State Bank, Center Point, TX, as per the letter of Depository Services presented by Charles Carson and US Treasury notes be

used to secure all ESD3 funds over \$250,000. Jeff Mitchell seconded. The motion passed unanimously.

9. Consider, discuss and take appropriate action on CPVFD vehicle payment schedule

More information is needed at this time and this item will be moved to the June 26, 2023 meeting agenda for consideration at that time.

10. Consider, discuss and take appropriate action on loan options for CPVFD vehicle purchase

Amy Palmer and Danny Langbein will explore more options with Peoples State Bank and Metro Fire.

11. Consider, discuss and take appropriate on website options

Kathleen Vincent presented the revised proposal from BrandRep for website design. The cost for development and design is \$3,500 and a monthly service charge of \$75 will cover website maintenance which includes security updates, upload of documents and user support. Ed Story moved that the bid from BrandRep be accepted as presented. Amy Palmer seconded. The motion pass unanimously. A full copy of the bid is on file with this report.

Kathleen Vincent will contact Dalton Braniff, BrandRep account manager, to begin the process to develop the ESD3 website.

12. Consider, discuss and take appropriate action on items needed for office equipment, laptops and supplies

Danny Langbein picked up the 3 new laptops to be used by the President, Secretary and Treasurer. The file cabinets should be delivered before the June meeting.

13. Reports:

Kathleen Vincent reported that she received an inquiry about the Annual Compliance Report. She researched the report which is due by June 1 of each year to the Kerr County Commissioners Court. Since ESD3 had no funds in 2022 there will not be a formal report, but Amy Palmer will contact the CPA to draft a letter stating 2022 funding for ESD3 for this report. This report will be added to the ESD3 calendar for future years.

Chief Holt and Danny Langbein are looking into signs for the CPVFD station recognizing that CPVFD is supported by ESD3.

Chief Holt will address budget line items and a revised budget as requested by ESD3.

There was general agreement that a Workshop followed by a Called Meeting was necessary to address several budget items that came up during this meeting and need to be handled prior to the regular June meeting. Kathleen Vincent will file meeting notices and agendas for those meetings for June 5, 2023 at 6:00 p.m. for the Workshop to review budget and 6:45 p.m. for the Called Special Meeting.

14. Agenda Items for Next Meeting:

- Cash management
- CPVFD vehicle payment schedule
- Loan options for vehicles
- Budget review

15. Adjourn:

Amy Palmer moved to adjourn at 8:15 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