

Minutes of January 22, 2024

### KERR COUNTY EMERGENCY SERVICES DISTRICT No. 3

Kerr County Emergency Services District 3 gave notice on January 16, 2024 that it would meet on Monday, January 22, 2024, 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 County Emergency Services District 3 met on Monday, January 22, 2024 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 6:03 P.M. Present were Commissioners Danny Langbein, Jeff Mitchell, Amy Palmer and Kathleen Vincent; 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 December 18, 2023: Jeff Mitchell moved to accept the minutes as presented. Amy Palmer seconded. The motion passed unanimously.

3. Fire Chief's Report: Chief Holt reviewed the CPVFD budget for ESD3 funded projects with details for each purchase order generated and the status of each order (full report is attached). In 2023 CPVFD responded to 94 calls. As of January 22, 2024 CPVFD had responded to 7 calls: 1 vehicle wreck, 1 brush fire, 1 structure fire, 2 fire alarms calls, 1 power pole fire, 1 fire generated by heat lamp on a fence. Chief Holt distributed Outdoor Burning pamphlets from Texas A&M Forest Service and said that these are being distributed throughout the fire district. The ESD3 Board discussed that the pamphlet information would be useful to be posted on the ESD3 website, CPVFD mail to all property owners and post on CPVFD website as a resource and education tool. Chief Holt said that CPVFD has purchased new software and 3 iPads to generate and automatically file required department reports. The new engine is on track to be delivered in 2024. He and the assistant chief will be going to the factory next week to inspect the build thus far before the unit is sent to Houston for completion.

4. Consider, discuss and take appropriate action on appointment of Commissioners Langbein, Mitchell and Palmer for 2-year terms, the unexpired position previously held by Ed Story, clarification of Vincent 2-year term date: Pct. 2 County Commissioner Rich Paces said that the Commissioners Court appointed Commissioners Langbein, Mitchell and Palmer to serve 2-year terms ending in 2025, clarified that Commissioner Vincent's 2-year term began with her re-appointment February 23, 2023, and they are looking for a replacement for the unexpired open position previously held by Ed Story.

5. Consider, discuss and take appropriate action on election of 2024 officers: ESD3 officers to server for 2024 were elected as follows:

Amy Palmer moved that Danny Langbein serve as President. Kathleen Vincent seconded. The motion passed unanimously.

Amy Palmer moved that Jeff Mitchell serve as Vice-President. Kathleen Vincent seconded. The motion passed unanimously.

Kathleen Vincent moved that Amy Palmer serve as Treasurer. Jeff Mitchell seconded. The motion passed unanimously.

Jeff Mitchell moved that Kathleen Vincent serve as Secretary. Amy Palmer seconded. The motion passed unanimously.

The position of Assistant Treasurer will remain open until a new commissioner is appointed.

6. Treasurer's Report: Treasurer reported that the checking account balance posted on Dec. 30, 2023 was \$276,480.19 to end 2023. On January 22, 2024 the checking account balance was \$426,755.68 reflecting a deposit received for \$176,663.00 and one for \$6.51. Savings account balances are \$60,154.24 and \$40,102.83. (report attached)

Danny Langbein and Amy Palmer reviewed the year end Statement of Financial Position as of Dec. 31, 2023 and Statement of Activity prepared by CPA. (reports attached)

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

a. action on report: Jeff Mitchell moved that the Treasurer's Report be approved as presented. Kathleen Vincent seconded. The motion passed unanimously.

b. action on auto bill pay: Kathleen Vincent moved that the treasurer set up auto bill pay. Jeff Mitchell seconded. The motion passed unanimously.

8. Consider, discuss and take appropriate action on VFIS renewal of insurance policy: no action was taken at this time. This will be an agenda item for the February 22, 2024 meeting.

9. Consider, discuss and take appropriate action on Maintenance Contract: Amy Palmer is reviewing the contract sent by the attorney; it will be reviewed by the Board and action taken on it at the February 22, 2024 meeting.

10. Consider, discuss and take appropriate action on training for ESD3 Commissioners: Safe-D classes for 2024 were not available on their website, so the item will remain on the agenda for the February 23, 2023 meeting.

11. Reports

Kathleen Vincent reported that all the updates/changes/additions/contact email address requested have been made by BrandRep for the new website and that the next step will be for the Treasurer to work with BrandRep to set up monthly billing.

12. Agenda Items for Next Meeting: VFIS insurance renewal, Maintenance Contract,

The next regular will be February 26, 2024 at 6:00 p.m. at the CPVFD station; notice will be posted accordingly.

16. Adjourn: Jeff Mitchell moved to adjourn at 6:34 P.M. Amy Palmer 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

