

MEETING MINUTES

Board of Emergency Services Commissioners

Carson County Emergency Services District No. 2

July 9, 2025

Attendees: Commissioner Dale Brooks, Commissioner Marvin Kramer, Commissioner Cuyler McAnalley, Commissioner Trent Taylor

Also present: Nelson Britten, Jacob Clifton, Ginna Miller, Mason Miller, Jeb Scott, Brent Stephens and 3 additional attendees who were not named

Not present: Commissioner Kelvin Ollinger

1. Call to Order
 - Commissioner McAnalley called the meeting to order at 6:02 PM.
2. Citizens' Concerns
 - No citizens' concerns currently.
3. Approval of Previous Minutes
 - Motion to approve the minutes from the previous meeting made by Commissioner Brooks.
 - Seconded by Commissioner Taylor.
 - Motion passed unanimously.
4. Treasurer's Report
 - No treasurer's report currently.
5. Report of Service Providers in District Territory
 - Jacob Clifton, Chief of Skellytown Volunteer Fire Department (SKVFD) reported on behalf of SKVFD. Additionally, Chief Clifton asked the commissioners what they were looking for regarding department monthly reports, the commissioners advised department representatives that there were no necessary changes to their monthly reports at this time.
 - Mason Miller, Chief of Groom Volunteer Fire Department (GVFD) reported on behalf of GVFD.
 - Nelson Britten, representative of White Deer Volunteer Fire Department (WDVFD) reported on behalf of WDVFD.
6. Action Items
 - .1. EIN Status Update – No EIN number has been issued at this time, but it is being worked on.
 - .2. Mailing address was established for the District - P.O. Box 201 in White Deer as it is a central location.
 - .3. Selection of Depository Bank for District Accounts
 - Motion to select Happy State Bank for depository bank for district accounts made by Commissioner Kramer.
 - Seconded by Commissioner Brooks.
 - Motion passed unanimously.
 - .4. Selection of Insurance Provider for District
 - Motion to select VFIS as insurance provider for the District made by Commissioner Taylor.
 - Seconded by Commissioner Brooks.
 - Motion passed unanimously.

- .5. Information Technology Discussion - Commissioner McAnalley explained that the main expenditure for the first year would be to purchase laptops or tablets for the commissioners along with other hardware. After the first year most expenses would come from maintenance and website support. Additionally, the idea was suggested that commissioners will have emails set up specific to ESD No. 2.
 - Motion to table this discussion until revenue is available and a budget has been set made by Commissioner Kramer.
 - Seconded by Commissioner Brooks.
 - Motion passed unanimously.
- .6. Adoption of Newspaper for Official Notices
 - Motion to adopt The Groom News as the newspaper for official notices as may be required by law made by Commissioner Brooks.
 - Seconded by Commissioner Taylor.
 - Motion passed unanimously.
- .7. Set Final Boundaries of District
 - Motion to approve White Deer and Groom school districts as final boundaries of the ESD No. 2 District for presentation to the Carson County Central Appraisal District, Tax Assessor-Collector, and other relevant entities made by Commissioner Taylor.
 - Seconded by Commissioner Brooks.
 - Motion passed unanimously.
- .8. Review Possible Contracts with Carson County Central Appraisal District
 - Motion to table review of possible contracts with Carson County Central Appraisal District made by Commissioner Brooks.
 - Seconded by Commissioner Taylor.
 - Motion passed unanimously.
- .9. Review Possible Contracts with Carson County Tax-Assessor Collector's Office
 - Motion to table review of possible contracts with Carson County Tax-Assessor Collector's Office made by Commissioner Brooks.
 - Seconded by Commissioner Taylor.
 - Motion passed unanimously.
- .10. Review, Revise, and Approve a Request for Proposal for Certified Public Accounts to Conduct Audits for District and contractor(s) to District
 - Motion to table review, revision and approval of a request for certified public accounts to conduct audits for District and contractor(s) to District made by Commissioner Taylor.
 - Seconded by Commissioner Brooks.
 - Motion passed unanimously.
- .11. Interim Provision of Emergency Services by Emergency Services Organizations Currently Servicing District Territory
 - Motion to approve the interim provision of emergency services by emergency services organizations currently servicing District territory made by Commissioner Brooks.
 - Seconded by Commissioner Taylor.

- Motion passed unanimously.
- .12. Homestead Exemption Discussion - It was brought to the attention of the commissioners that the deadline for the Homestead Exemption had passed as of July 1, 2025. If this is of interest to the commissioners, it can be investigated prior to the deadline for next year.
- Motion to approve no Homestead Exemption this year made by Commissioner Kramer.
 - Seconded by Commissioner Brooks.
 - Motion passed unanimously.
- .13. Budget Workshop Planning Discussion - Commissioners discussed holding 10% reserves for the ESD after taking out operating expenses and leaving fire department reserves up to each department. Chief Clifton of SKVFD questioned if commissioners want to see budgets from each department showing where funds would go based on the example ESD budget. Commissioners agreed they would like to see budgets from each department.
- .14. Authorization of 2 ESD No. 2 Commissioners to attend City of White Deer City Council Meeting on Thursday, July 10, 2025
- Motion to authorize Commissioners McAnalley and Taylor to attend the City of White Deer City Council Meeting on Thursday, July 10, 2025 at 6 PM made by Commissioner Kramer.
 - Seconded by Commissioner Brooks.
 - Motion passed unanimously.
- .15. Location of Office, Meeting, and Storage Places for District
- Motion to use WDFVD as the official office, meeting, and storage places for District made by Commissioner Taylor.
 - Seconded by Commissioner Brooks.
 - Motion passed unanimously.
- .16. Review and Possible Action on Records Retention Policy of District
- Motion to use Texas State Library Archives for records retention policy of District made by Commissioner Taylor.
 - Seconded by Commissioner Kramer.
 - Motion passed unanimously.
- .17. File Annual Report with the Texas Division of Emergency Management per Section 775.083
- Motion to table filing of annual report with the Texas Division of Emergency Management per Section 775.083 made by Commissioner Taylor.
 - Seconded by Commissioner Kramer.
 - Motion passed unanimously.
- .18. Publish Notice of Street Address of the District's Administrative Office in Newspaper of General Circulation Each January per Section 775.036
- Motion to table publishing notice of street address of the district's administrative office in newspaper of general circulation made by Commissioner Taylor.
 - Seconded by Commissioner Brooks.
 - Motion passed unanimously.
- .19. Set Time and Location for Regular Meetings of the Board of Emergency Services Commissioners

- Motion to meet for regular meetings every third Tuesday of the month at 6 PM at WDVFD, set a special meeting for July 29, 2025, at 6:30 PM at GVFD, and next regular meeting August 19, 2025, at 6 PM at SKVFD made by Commissioner Brooks.
 - Seconded by Commissioner Taylor.
 - Motion passed unanimously.
- .20. Set Time and Date for Review of Local Dispatching Center
- Motion to table setting a time and date for review of local dispatching center made by Commissioner Brooks.
 - Seconded by Commissioner Taylor.
 - Motion passed unanimously.
- .21. Discussion and Action on the District's 2025-26 Budget and 2025 Tax Rate
- Motion to table action on the District's 2025-26 Budget and 2025 Tax Rate and adoption of the same until special meeting on July 29, 2025, at 6:30 PM at GVFD made by Commissioner Brooks.
 - Seconded by Commissioner Taylor.
 - Motion passed unanimously.
- .22. Repeal of Goods-in-Transit Exemption
- Motion to repeal Goods-in-Transit Exemption made by Commissioner Taylor.
 - Seconded by Commissioner Brooks.
 - Motion passed unanimously.
- .23. Joining of Texas State Association of Fire and Emergency Districts (SAFE-D)
- Motion to approve joining SAFE-D, for an annual fee of \$1,200 with the first year being free, made by Commissioner Taylor.
 - Seconded by Commissioner Kramer.
 - Motion passed unanimously.
7. Report on Status of Open Meetings/Public Information Act Training for Commissioners
- Commissioners were reminded to complete the Open Meetings/Public Information Act training. Chief Clifton added that he could share the link to the trainings with the commissioners.
8. Fire Station Tour and Walkthrough
- Commissioner McAnalley reminded commissioners of the WDVFD tour immediately following adjournment of the meeting.
9. Adjournment
- Motion to adjourn the meeting at 7:59 PM made by Commissioner Brooks.
 - Seconded by Commissioner Taylor.
 - Motion passed unanimously.
 - Next meeting: July 29th, 2025, at 6:30 PM at GVFD.
-