

Carson County Emergency Services District 2

June 24, 2025

- 1) Meeting called to order at 17:56 by Commissioner Kelvin Ollinger.
Quorum established with Commissioner's McAnally, Brooks, Ollinger, Kramer and Taylor (on the phone), present.
- 2) ESD Statements of Officer and Oaths of Office: Attorney Ken Campbell administered Oaths of Office to Commissioner's McAnally, Brooks, Ollinger, and Kramer. All commissioners completed appropriate paperwork.
- 3) Election of Officers: Attorney Ken Campbell informed the board members of the need for the appointment of a President, Vice President, Secretary, Treasurer and Assistant Treasurer. Attorney Campbell also gave a brief overview of each position. Commissioner Marvin Cramer made a motion to appoint Cuyler McAnally as the President. Trent Taylor for Vice President. Kelvin Ollinger for Secretary. Marvin Kramer for Treasurer. Dale Brooks for Assistant Treasurer. Motion second by Dale Brooks. All for, none against. Motion passed.
- 4) Recognition of Citizens: Attorney Ken Campbell recognized Citizens in the room attending the meeting. No citizen comment heard.
- 5) Presentation by Ken Campbell of roles and duties of ESD's: Attorney Ken Campbell gave a brief overview of the purpose of Emergency Services Districts to the boards and the public. Ken stated that the effective tax rate has to be set by September 30, 2025. Each ESD Commissioner will be required to complete 6 hours of CEU every two years. All ESD Commissioners will be required to be certified under the Texas Open Meetings and Public Information Act. Ken recommends each ESD to set up associated bank accounts at the same location the county uses, for ease of financial deposits. Also recommends all commissioners to sign the signature card. In addition, recommends setting a budget of \$10,000 annually for attorney fees. Explained tax lingo, such as no-new revenue rate, voter approved rate (up to 3.5%), and de minimis rate.
- 6) Reading and approval of the minutes of the district's regular and special meetings: tabled, no previous meetings.
- 7) Treasurer's Report:
Tabled, no report to give.
- 8) Report of Service Providers in District territory:
 - a. Report given from Chief Clifton with Skellytown VFD, Chief Miller with Groom VFD, and Chief Britten with White Deer VFD. See attached.
- 9) Consider, discuss, and take appropriate action on the following items:

- a. Adoption of rules for proceedings, including possible adoption of Robert's Rules of Order: Commissioner Brooks motions to adopt Robert's Rules of Order. Motion was second by Commissioner Kramer. All for, no one opposed. Motion passed unanimously.
- b. Retention of legal counsel for the district: Attorney Ken Campbell informed the board of the need to retain legal counsel. Ken stated that his firm's hourly rate is \$250 per hour, and that he would be happy to represent the district. In addition, he would provide names of other attorneys to assist in the process. Commissioner Brooks motions to retain Ken Kampbell with Burns Anderson Jury & Brenner, L.L.P as legal counsel for Carson County ESD 2. Second by Commissioner Kelvin Ollinger. All for, no one opposed. Motion passed unanimously.
- c. Review, revise, and approve a request for proposal for certified public accounts to conduct audits for District and contractor(s) to District: Attorney Campbell informed the board that they would have to contract with an auditor to audits. He recommends when creating the budget, budgeting \$30,000 for this line item. No action taken, discussion only.
- d. Potential contract(s) for the provision of emergency services, including fire, rescue, hazardous materials, first responder, and other related services with local emergency services organizations: Attorney Campbell advised that he has standard and usual contracts that he will provide for the board to utilize. No action taken, discussion only.
- e. Interim provision of emergency services by emergency services organization currently servicing District territory: No action taken, discussion only.
- f. Setting of final boundaries of District, including accurate description of its territorial jurisdiction for presentation to the Carson County Central Appraisal District, Tax Assessor-Collector, and other relevant entities: Attorney Campbell advised that the board would need to get with the Carson CAD and confirm this. No action taken, discussion only.
- g. Review possible contracts with Carson County Central Appraisal District: Attorney Campbell advised that the board will have to contract with the CAD. Stated that there should be a standard contract utilized by the firm that should be requested and can be approved once provided and reviewed. No action taken, discussion only.
- h. Review possible contracts with Carson County Tax-Assessor Collector's Office: Attorney Campbell advised that the board will have to contract with the Tax-Assessor Collector. Stated there will also be a standard contract

utilized by the firm that should be requested and can be approved once provided and reviewed. No action taken, discussion only.

- i. Establishing a mailing address for the District and other related contract information: Attorney Campbell advised that the board will have to establish an official mailing address for the emergency services district. No action taken, discussion only.
- j. Set the fiscal year of the District's operations: Attorney Campbell stated the board would have to adopt a fiscal year. He recommended for the ease of budgeting to utilize the standard fiscal year (10/1-9/30). Commissioner Kramer motioned to set the District's fiscal year as October 1 – September 30 annually. Second by Commissioner Brooks. All for, no one opposed. Motion passed unanimously.
- k. Location of possible office, meeting, and storage places for District: Attorney Campbell advised that the board would have to set a location of office, meetings, and storage places. Attorney Campbell stated that White Deer Fire Department has offered their meeting room for the regular meeting locations, and storage place for the organization. No action taken, discussion only.
- l. Review and possible action on records retention policy of District: Attorney Campbell stated that the district would have to adopt a records retention policy. No action taken, discussion only.
- m. File annual report with the Texas Division of Emergency Management Per Section 775.083: Attorney Campbell advised the district would have to file an annual report with TDEM. More to come. No action taken, discussion only.
- n. Publish notice of street address of the district's administrative office in newspaper of general circulation each January per Section 775.036: Attorney Campbell stated that this would have to be done annually by January 1. No action taken, discussion only.
- o. Adopt newspaper of official notices as may be required by law: Attorney Campbell advised that the district would have to adopt a newspaper for official notices as required by law. Stated that some districts rotate this, some utilize all newspapers in the district. No action taken, discussion only.
- p. Set time and location for Regular Meetings of Board of Emergency Services Commissioners: Attorney Campbell advised the need to set the date and time of regular meetings. No action taken, discussion only.
- q. Set time and date for review of local dispatching center: Attorney Campbell stated that commissioners should visit the dispatch center and learn how it operates. No action taken, discussion only.

- r. Appoint members to visit local emergency services organization and review same: Attorney Campbell recommended visiting service providers in the district to see equipment, capabilities and needs. Discussion among commissioners over rotating meeting locations across the three fire stations so all commissioners could visit stations together. No action taken.
 - s. Selection depository bank for District accounts and action related to signature authority for same: No discussion or action taken.
 - t. Selection of insurance provider for the District: Attorney Campbell recommend VFIS for this. Stated that the district would have to reach out to request a quote. No action taken.
 - u. Discussion and action on the District's 2025-26 Budget and 2025 Tax Rate and adoption of same: Attorney Campbell stated that the district should focus on accomplishing this in the near future so appropriate notice could be filed and collections can occur by October of 2025. Commissioner Kramer questioned what could be taxed. Chief Clifton advised that he has a copy of the preliminary evaluations for the district, and could have them at the next meeting for the board to review.
 - v. Repeal of Goods-in-Transit Exemption: Attorney Campbell stated that the district should appeal the Goods-in-Transit exemption. No discussion or action taken.
 - w. Join Texas State Association of Fire and Emergency Districts (SAFE-D): Attorney Campbell stated that this should be done by the board for training purposes. No action taken.
- 10) Report on status of Open Meetings/Public Information Act training for Commissioners, and possible action on same: No action taken.
- 11) Adjourn: Commissioner Kramer motioned to adjourn. Second by Commissioner Brooks. All for. Meeting adjourned at 19:27.

X

Cuyler McAnally
President, CCESD2

X

Kelvin Ollinger
Secretary, CCESD2