

LIBERTY COUNTY EMERGENCY SERVICES DISTRICT NO. 2

Regular Meeting Minutes

July 7, 2026 – 7:00 PM

Item 1 – Call to Order

The regular meeting of the Liberty County ESD No. 2 Board of Commissioners was called to order at **7:00 PM** by **Board President Fred Lemond**.

Item 2 – Attendance & Public Comment

Board Members Present

Fred Lemond, President

Charles Kaemmerling, Commissioner (recording minutes

Hec Ethridge, Commissioner

Others Present:

- Kate Leverett, District Counsel
- Russell Reed, Fire Chief
- Shelby Reed, Administrative Assistant

Public Comment: No public comments were presented.

Item 3 – Approval of Minutes of Previous Meeting

Motion to approve the minutes of the previous meeting was made by **Hec**, seconded by **Charles**. **Motion carried.**

Item 4 – Bills Paid List, Budget Process, Proposed Tax Rate, and Quarterly Investment Review

Bills Paid List

The Board reviewed the list of bills paid. Motion to approve the bills as presented was made by **Hec**, seconded by **Fred**. **Vote:** Two in favor; one opposed. **Motion carried.**

Budget Process

Fred reported that the proposed budget will be submitted after meeting with **Fred Freeman** and will be presented at the next regular meeting.

Proposed Tax Rate

Discussion was held; no action required at this time.

Counsel Update

District Counsel **Kate Leverett** advised that her office will prepare a timeline for ESDs regarding the budget process and provide it to the Board.

Quarterly Investment Review

Quarterly investment review presented by **Fred**.

Recommended Changes to Investment Strategy and Policies:

- **Investment Strategy – Item 14:** Remove the phrase “*annually, or*”.
- **Public Funds Investment Strategy – Item 1:** Replace language with: “*invested in authorized and suitable investments as defined in Section 7 of this Investment Policy.*”
- **Public Funds Investment Strategy – Item 2:** Change language to: “*into Texas Class Public Fund account or the ESD #2 account.*”
- **Public Funds Investment Strategy – Item 3:** Remove the words “*short-term,*” “*needs, typically monthly,*” and “*this.*” Add after “transferred from”: “*the Texas Class Public Fund Account to the District’s bank account.*”
- **Public Funds Reserve Investment Policy – Item 1:** Remove the second sentence. After “*shall be*” insert: “*invested in an authorized and suitable investment as outlined in Section 7 of the Investment Policy.*”

Motion: Motion to accept all recommended changes was made by **Charles**, seconded by **Hec**.
Motion carried unanimously.

The quarterly investment review was signed by all Board members present.

Item 5 – Chief’s Report, SOG Update, and Annexation Efforts

Chief’s Report

Chief **Russell Reed** presented the monthly run report.

SOG Update

Fred reported that Standard Operating Guidelines (SOGs) are being developed and will be submitted at the next meeting.

Annexation Efforts

Signature goals for the election process have not been reached. Counsel advised that if signatures are insufficient by the deadline, options include extending the signature period for a follow-up election.

Item 6 – Meeting Date Change, Administrative Updates, and Software Replacement

Meeting Date Change

Fred recommended moving regular meetings to the **second Tuesday of each month**. Motion by **Charles**, seconded by **Hec**. **Motion carried unanimously.**

Administrative Updates

Charles requested establishing a deadline for submitting agenda items. Motion by **Hec** to set the deadline as **the Tuesday before each meeting**, seconded by **Charles**. **Motion carried unanimously.**

Charles also requested that next month's agenda include an item to accept the **Personnel Policy & Procedure** and **Disciplinary Policy**.

Software Replacement

Motion by **Hec** to accept **First Due** software as a replacement for **Response Master**. Second by **Charles**. **Motion carried unanimously.**

Item 7 Continued – Executive Session

The Board entered Executive Session at **7:58 PM** and returned to open session at **8:28 PM**.

Follow up item 6 Action Taken: Agenda item 6. Motion by **Charles**, seconded by **Hec** to extend the **Letter of Agreement for two months** while district counsel prepares the job contract. **Motion carried.**

Item 8 – Adjournment Motion to adjourn was made by **Hec**, seconded by **Charles**. **Motion carried unanimously.** Meeting adjourned at **8:28 PM**.

