

**ELLIS COUNTY EMERGENCY SERVICES DISTRICT NO. 12**

**MEETING MINUTES**

**August 12, 2025**

The State of Texas

County of Ellis

The Board of Commissioners of Ellis County Emergency Services District No. 12 (“District”) held a regular meeting, open to the public, on Friday, August 12, 2025, at 6:00 p.m. at the Milford Volunteer Fire Department, located at 104 E. Crossman, Milford, Texas, for the following purposes:

The following Board members were present, thus constituting a quorum:

Commissioner	Position	Attendance
Eric Haake	President	Present
Rodney Guthrie	Vice President	Present
Darla Knight	Secretary	Present
James Hearon	Treasurer	Present
Lorna Kaloi	Asst. Secretary/Treasurer	Present

**Item #1. Call regular meeting to order;** Commissioner Haake called the meeting to order at 6:00 p.m. He declared a quorum, and that notices were legally posted pursuant to the Open Meeting Act. Meeting minutes from July 29, 2025 were reviewed.

**Item #2. Public Comment: In accordance with the Texas Open Meetings Act, any response to a public comment that is made on an item that is not on the published final agenda will be limited to a statement of factual information or a statement of existing policy given in response to the public comment. Any deliberation or decision by the Board must be limited to a proposal to place the subject on a future agenda.** None. The Board held a discussion regarding time limits for public comments. Commissioner Guthrie made a motion to set a 3-minute time limit for comments from the public. Commissioner Hearon seconded the motion. The motion passed 5-0.

**Item #3. Approve and accept statements and oaths of office for appointed commissioners;** This item was not addressed.

**Item #4. Action regarding Election of Officers for Board;** This item was not addressed.

**Item #6. Discuss Board training requirements, including Open Meetings Act and Public Information Act training for Commissioners;** This item was not addressed.

**Item #10. Discuss estimates of taxable values of property within District and notification of Ellis Central Appraisal District of creation;** This item was not addressed.

**Item #9. Discuss and consider action on retaining legal counsel;** The Board held a discussion regarding retaining legal counsel. The Carlton Law Firm, P.L.L.C. was recommended by SAFE-D and has helped facilitate the creation of the Emergency Services District. Commissioner Guthrie made a motion to retain The Carlton Law Firm as general counsel for the District. Commissioner Kaloi seconded the motion.. The motion passed 5-0.

**Item #8. Discuss and consider budget and tax rate process;** A discussion was held regarding the tax rate of the ESD. In the *Order Convassing the Returns and Declaring the Results of the May 2, 2025 Election to Create Ellis County Emergency Services District No. 12* voters authorized a maximum ad valorem tax rate of 10 cents per \$100 of assessed valuation. Commissioner Guthrie moved to keep the tax rate at \$0.10 per \$100 valuation. Commissioner Hearon seconded the motion. The motion passed 5-0.

**Item #11. Discuss and consider action on Collection Agreement between District and the Ellis County Tax Office;** A discussion was held regarding a contract for Assessment and Collection between Ellis County, Texas and ESD 12. The Ellis County Tax Assessor Collector shall assess and collect ad valorem property taxes. Commissioner Hearon moved to accept the contract between the District and the Ellis County Tax Office. Commissioner Kaloi seconded the motion. The motion passed 5-0.

**Item #18. Discuss and consider levy of a sales tax outside of incorporated areas;** A discussion was held regarding levy sales tax for delivery in the district. Commissioner Hearon made a motion that the District begin the process in order to levy 2% sales tax within the District’s jurisdiction outside of incorporated areas. Commissioner Guthrie seconded the motion. The motion passed 5-0.

**Item #7. Discuss and consider membership in Texas State Association of Fire and Emergency Districts (“SAFE-D”), including attending SAFE-D conferences and webinars;** Commissioner Haake stated that he enrolled the District for SAFE-D membership. Commissioner Haake informed the board that first-year membership is free, and the next SAFE-D convention will be held in San Antonio, January 28 through the 30<sup>th</sup>. Commissioner Haake stated that SAFE-D is one way to obtain required Commissioner training.

**Item #5. Action regarding obtaining Treasurer’s Bond;** The Board discussed who to use for bonding for the ESD board. Commissioner Guthrie will check with Safe-D and with Ellis County Insurance to see what their rates are. This will be revisited at a future meeting. No action taken.

**Item #19. Discuss and consider action on purchasing a document creation software;** The Board discussed what program to use for documents and retention. Commissioner Hearon moved to authorize the use of Google Drive software for the District.. Commissioner Kaloi seconded the motion. The motion passed 5-0.

**Item #13. Discuss and consider action on District’s federal employer identification number;** Commissioner Haake informed that Board that he would discuss the process of setting up the District’s bank account with General Counsel. Commissioner Hearon moved to contact General Counsel to help set up the bank account and obtain an EIN. Commissioner Guthrie seconded the motion. The motion passed 5-0.

**Item #12. Discuss and consider action on contract for emergency services with Milford VFD;** The Board discussed setting a contract with Milford Volunteer Fire Department for services in the ESD 12 district. It was tabled for further action at a future meeting. No action taken.

**Item #17. Discuss any updates on the other progress of District;** The Board asked Chief Phoenix to provide a list of needs for the department as well as a list of equipment indicating current condition, maintenance needs and priorities for the equipment. Chief Phoenix inquired about bids to repair equipment. Chief Phoenix presented two bids: One for \$88,000 for a complete abatement of the fire department building; and one bid for \$32,000 for a wet demolition of the fire department building. The Board asked Chief Phoenix to provide a list of personnel and their certifications and a budget from the prior year.

**Item #8. Discuss and consider budget and tax rate process;** The Board discussed a budget for the 2025-2026 year. No action taken.

**Item #14. Discuss and consider establishing District depository accounts;** This matter was addressed in Item #13.

**Item #15. Discuss and consider action on Resolution Regarding Public Participation at Open Meetings;** Commissioner Hearon made a motion to remove the open comments section from the meeting agendas. Commissioner Kaloi seconded the motion. The motion passed 5-0.

**Item #16. Discuss and consider establishing District's regular meeting day, time and place;**

**Item #20. Discuss and consider adoption of Order Establishing Records Management Program; Appointing Records Management Officer, Appointing Public Information Officer, and authorizing filing with State Library and Archives Commissioner;** This item was not addressed.

Commissioner Hearon made a motion to adjourn. Commissioner Guthrie seconded the motion. The motion passed 5-0.

The meeting adjourned at 7:45pm.

Approved November 11, 2025.

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Darla Knight, Secretary

Ellis County Emergency Services District No. 12