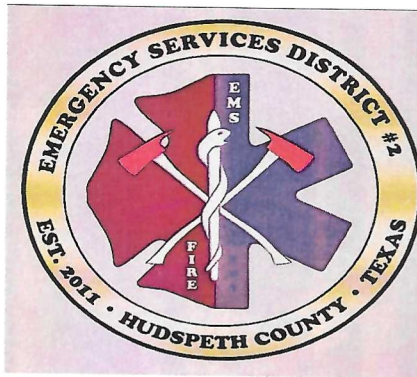


Notice of Meeting of the Board of Commissioners of Hudspeth County Emergency Services District #2



MINUTES OF Regular MEETING

July 28, 2025, Dell City 3:00PM (MDT)

IN ATTENDANCE

ESD #2 Commissioners Present (In Person)	Others Present (In Person)	Others Present (In Person)	Others Present (Via Zoom)	Others Present (Via Zoom)
Jesse Larson	Mikala Gilbert	Stacie Ordonez	Nick Rudl	
Charles Holder	Jeff Sparger	Israel Esparza		
Monica Moutran	Ben Mares	Anthony Velasquez		
	Cristal Gonzales	Luis De La Hoz		
<u>Present (Via Zoom)</u>	Kaitlyn Snow	Adrian Diaz		
	Ed Stec			

1. 5Call to Order, Pledge of Allegiance, and Prayer.
Jesse Larson called the meeting to order at 3:03 pm. The Pledge of Allegiance and Prayer followed.
2. Establishment of a quorum and certification of posting of agenda.
Jesse Larson declared a quorum, with 3/5 commissioners present. Jesse Larson certified that the meeting was posted on 7-24-2025 at 9:45am.
3. Accept Chris Vaught Resignation from the board.
Monica Moutran motioned to accept Chris Vaught's resignation from the board.
Charles Holder seconded motion.
Motion carried by the board.
4. Consider, discuss, and/or take action regarding election of officers for the Board.
Monica Moutran motioned to elect Jesse Larson as board President.
Charles Holder seconded motion. Motion carried by the board.
Monica Moutran motioned to elect Charles Holder as board Vice President.

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Jesse Larson seconded motion. Motion carried by the board.

Jesse Larson motioned to keep Monica Moutran as board Secretary.

Charles Holder seconded motion. Motion carried by the board.

Jesse Larson motioned to keep Debi Berry as board Treasurer.

Monica Moutran seconded motion. Motion carried by the board.

5. Public Comment

(In accordance with the Texas Open Meetings Act, any response to a public comment that is made on an item 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

6. Review and approval of minutes of regular and/or special meetings.

a. June 26th, 2025, Regular Meeting;

b. July 3rd, 2025, Special Meeting;

a. Charles Holder motioned to accept regular meeting minutes as is.
Jesse Larson seconded motion.

Motion carried by the board.

b. Charles Holder motioned to accept special meeting minutes as is.
Jesse Larson seconded motion.

Motion carried by the board.

7. Consider, discuss, and/or take action on Administrator Reports and Updates.

a. Hudspeth County ESD #2 Operations Administrator.

Mikala Gilbert stated that they received updated insurance cards. She also stated that they ordered deposit slips for the appraisal district. Kaitlyn Snow stated that the audit is very close to complete.

b. Hudspeth County ESD #2 Fire Administrator.

Jeff Sparger stated they still struggle with communication between dispatch and responders. He contacted Grant Spence to have himself and other responders added to the Fire Bar. Jeff Sparger stated he is in search of additional resources and training. He is also trying to get the tire company to correct the bill charged for tire repairs during Lynch Fire. He also stated that Jorge Palomo is willing to not charge for SOP fee if they complete SOPs themselves. Unit 16 has electrical issues.

Monica Moutran motioned to approve the reports.

Charles Holder seconded motion.

Motion carried by the board.

8. Consider, discuss, and/or take action on Contract Provider Operations Reports

Northern Hudspeth County EMS: 21 total calls with 16 transports.

Northwest County Volunteer Fire Department: 2 total calls, 2 vehicle MVA, Mutual aid brush fire.

Dell Valley EMS: 11 total calls, 3 welfare checks.

Monica Moutran motioned to approve the reports.

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Charles Holder seconded motion.

Motion carried by the board.

9. Review and approval of monthly bills and payments, including provider invoices, if any.

Monica Moutran motioned to approve bills and payments.

Jesse Larson seconded motion,

Motion carried by the board.

10. Consider, discuss, and/or take action on Removing Chris Vaught off of Bank Account ending 094.

Monica Moutran motioned to approve removing Chris Vaught off of Bank Account ending 094.

Charles Holder seconded motion.

Motion carried by the board.

11. Consider, discuss, and/or take action on Hudspeth County Dispatch Department.

Jeff Sparger does not know where it stands at the moment and is using fire bar for now. According to Deputy Israel Esparza, dispatch will be fixed sometime in August.

No action taken.

12. Consider, discuss, and/or take action on Grant Writing Services.

Jeff Sparger stated he knows a Grant Writer that was willing to look into large grants for the ESD.

Monica Moutran motioned to have Grant writer introduce himself to the board and present what his ideas are.

Charles Holder seconded motion.

Motion carried by the board.

13. Consider, discuss, and/or take action on Starlink for Headquarters.

This item was tabled.

BREAK 4:30PM-4:43PM

14. Consider, discuss, and/or take action on Dell Valley Volunteer Fire Department Allotment Fund Usage.

They are in breach of their contract due to moving ESD allotment funds from their ESD account to their non profit bank account and using the funds for expenses without providing receipts. Kaitlyn Snow stated that they have now provided receipts and she is able to reconcile almost all expenses. She is only waiting on 10 missing receipts which will be provided to her soon.

No action taken.

15. Consider, discuss, and/or take action on Repairs, Quotes and Damaged Equipment from Lynch Fire.

Monica Moutran motioned to have Jeff Sparger speak with Forrest Tire supervisor and ask them to update the billing invoice and she also motioned return NWVFD expenses in the amount of

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\$630.31 and \$131.56 that were taken out of their nonprofit.

Jesse Larson seconded motions.

Motion carried by the board.

16. Consider, discuss and/or take action on Approving Donation Jars in Communities.
Monica Moutran motioned to approve donation jars for special events.
Jesse Larson seconded motion.
Motion carried by the board.
17. Consider, discuss, and/or take action on Hanger Lease.
Tabled until presented with other options.
18. Consider, discuss, and/or take action on an Agreement with county land owners for water tank use.
No action taken.
19. Consider, discuss, and/or take action on 2008-2500 GMC Brush Truck Badging and Emergency Lights.
Tabled pending quotes.
20. Consider, discuss, and/or take action on Cornudas Fire Service Budget allocation.
 - a. How much money was allocated to the department.
 - a. \$10,000 was allocated for the Fire Contractor and \$5,437.50 was allocated for the service budget.
 - b. 2024-2025 Year to date Expenditures
 - b. Total year to date expenses amount to \$13,914.06 (with \$8,400 spent on Fire Contractor).No action taken.
21. Discussion of Administrator and Assistant Administrator.
 - a. Salary/ Salaries
 - Current salary is \$22,500 for each administrator.
 - b. Hours (i.e. 20 hours a week)
 - Average about 20 hours per week for each administrator.
 - c. Hours of operation for the administrators- what are the regular working hours?
 - Available via phone Monday- Friday 9am - 5pm
 - d. Job description
 - e. Responsibilities
 - Provided pages with a list of their responsibilities and job description.No action taken.
22. Consider, discuss, and/or take action on Contract Provider Allotments.
 - a. Fire Departments
Monica Moutran motioned to payout allotments in the amount of \$5437.50 to Sierra Blanca Fire Department and Northwest Volunteer Fire Department. Also motioned to prepare a check in the same amount for Dell Valley Volunteer Department but hold check until they provide Kaitlyn the missing receipts.
Charles Holder seconded motion.
Motion carried by the board.
 - b. Northern Hudspeth County EMS
Monica Moutran motioned to payout allotment in the amount of \$11,625 minus \$987.50 for a check that will be written out to their nonprofit account. She also motioned to request a revenue report from September 2024-YTD as required and stated on their provider contract. Northern Hudspeth County EMS must also gain tax exempt status by September in order to remain compliant with their Provider Contract.

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Jesse Larson seconded motion.

Motion carried by board.

BREAK 6:35PM-6:51PM

23. Consider, discuss and/or take action on adoption of the tax and budget planning calendar for 2025, authorize payment of tax process publications, and take any related action.

Jesse Larson motioned to adopt the Tax Planning Calendar that Does Not Exceed Voter Approval Rate.

Monica Moutran seconded motion.

Motion carried by the board.

24. Consider, discuss, and/or take action on scheduling budget meetings/workshops.

Monica Moutran motioned to have a special meeting on 08/04/25 to vote on adding an AD for new board member position and to vote on approving these minutes and to keep the regular meeting on 08/20/25.

Jesse Larson seconded motion.

Motion carried by board.

25. Consider, discuss, and/or take action on reviewing website status, accessibility, and posting requirements and take any related action.

No action taken

26. Consider, discuss, and/or take action on QuickBooks Chart of Accounts.

No action taken.

27. Consider, discuss and/or take action on 2025-2026 Fiscal Year Budget.

No action taken.

28. Consider, discuss, and/or take action on Kaitlyn Snow Administrator Position.

Kaitlyn Snow stated that she is choosing to resign soon.

Monica Moutran motioned to accept Kaitlyn Snow's resignation with her last day being on 09/30/2025.

Jesse Larson seconded motion.

Motion carried by board.

29. Consider, discuss, and/or take action on Administrator Salary.

This item was tabled.

30. Consider, discuss, and/or take action on service provider contract renewals and/or amendments.

Monica Moutran motioned that providers be held accountable for terms on current contracts.

Charles seconded motion.

Motion carried by the board.

31. Executive Session.

None

32. Commissioners' Communication (non-actionable reports and updates)

None

33. Set agenda items for the next meeting.

-everything tabled

34. Adjourn

Monica Moutran motioned to adjourn the meeting at 10:45pm.

Jesse Larson seconded the motion.


Motion carried by the board.

PASSED AND APPROVED

AS PRESENTED

_____ WITH CORRECTIONS

THIS 4 DAY of August 2025


President Jesse Larson

Or

Secretary Monica Moutran

Minutes done by Monica Moutran