

**MINUTES OF THE OCTOBER 30, 2023 MEETING OF THE
GALVESTON COUNTY EMERGENCY SERVICES DISTRICT NO. 1**

A Meeting was duly called of **GALVESTON COUNTY EMERGENCY SERVICES DISTRICT NO. 1**, which was held on October 30, 2023 at **Santa Fe Fire and Rescue Station 1** located at **13112 Highway 6, Santa Fe, Texas**.

The Meeting was called to order at 6:00 p.m. by Commissioner **KEITH GRAY**. Those Commissioners present when the meeting commenced were **SHARON FREE, KEITH GRAY, GREG GARDNER**, and **KEVIN O'BRIEN**. Also in attendance was Fire Chief **CHRIS ANDERSON**, of Santa Fe Fire & Rescue and members of the Department; and District Counsel **NICOLE PIERCE** of Coveler & Peeler, P.C.

A quorum being present and established, the meeting proceeded as scheduled.

The Board opened the floor for public comment. There was no public comment received.

The Board next addressed item 3, to approve the minutes of prior meetings. The Board reviewed the Minutes of the regular meeting held on September 25, 2023. Commissioner **GARDNER** made a motion, seconded by Commissioner **O'BRIEN**, to approve the Minutes as presented. By a vote of 4 to 0, the motion carried.

The Board next addressed item 4 to receive the District's financial report and pay District's bills. Commissioner **FREE** presented the financial report for the month of September and provided a verbal summary of the District's finances based on the report prepared by Ham, Langston & Brezina, LLP. According to the report, the District received \$7,054.98 in 2022-year property taxes, \$2,681.65 in prior years property taxes; and \$2,174.34 in penalty and interest related to property taxes for the month of September. As of September 30, 2023, the District possessed \$1,373,906.20 in cash and cash equivalents; (of that amount, \$133,339.93 is tax revenue left to be received and used for the 2023 year). Of that total, the District has a total estimated unencumbered fund balance of \$852,542.51. Commissioner **GRAY** made a motion to accept the financial report as presented. Commissioner **O'BRIEN** seconded the motion. By a vote of 4 to 0, the motion carried. For a more detailed report on the District's financial position, please see the report on file with the District. Commissioner **FREE** then presented the Board with the District bills for approval. Commissioner **GRAY** made a motion to approve the payment of the bills as presented. Commissioner **GARDNER** seconded the motion. By a vote of 4 to 0, the motion carried.

The Board next addressed item 5, to receive a status update from the strategic planning committee. Chief Anderson presented the Board with the five-year plan and

capital purchase plan. He stated that in year 2025 the Department is looking at adding three more full-time staffed nights and purchasing approximately 20 new sets of bunker gear. He reported that due to the future growth in the area, it will require the purchase of larger capital items. He advised that in 2027 the Department should plan on purchasing a new tanker and in 2029 a new pumper and start looking for property for future Station 4. He reported that Station 1 is the only station that has sleeping quarters for the crews. He advised that the ladder truck discussion looks to be on hold due to the construction of the new hospital being put on hold as well. Commissioner **FREE** asked if there has been a delay in response times and Chief Anderson reported that no, there had been no delays in response time due to staffing. Commissioner **GARDNER** asked about the daytime problem and Chief Anderson stated that Medic 3 has been able to help during the day. Commissioner **GRAY** asked what the goal during a structure fire call is. Chief Anderson advised that the Department's goals are first lifesaving and then contain the fire to 1 to 2 rooms. Chief Anderson advised that these goals are not due to any problems with making calls or response times but strictly as a tool to plan ahead for future growth and for financial planning. There was additional discussion on volunteerism and promoting the fire service. Chief Anderson advised that there is a fire safety club at the school which has approximately 22 students. The Board thanked the Chief for presenting the strategic plan. No action was required by the Board at this time.

The Board next addressed item 6, to receive a monthly report from Santa Fe Fire and Rescue. Chief Anderson addressed the Board and presented the Department's report summarizing the previous month's activities. During September, the Department responded to 42 fire-related calls, while EMS responded to 210 calls. The Department received \$48,746.09 from EMS billing. The Board thanked the Chief for his report.

The Board next addressed item 7, to authorize the payment of operations funding to Santa Fe Fire & Rescue in accordance with the adopted budget and service agreement. The Department presented an invoice for reimbursement in the total amount of \$140,360.00 for approval (\$112,920.00 for the monthly request and \$27,440.00 for the 4th installment to the commercial package insurance). Commissioner **GARDNER** made a motion to approve the payment of operations funding as presented. Commissioner **O'BRIEN** seconded the motion. By a vote of 4 to 0, the motion carried.

The Board next addressed item 8, to review and approve expenditures necessitated by the maintenance, upkeep, repairs and modifications of the District's real property, vehicles and equipment. Chief Anderson advised that Tanker 2 is being repaired and should be back in service within a week or two. He estimates the repairs to be approximately \$5,900.00.

The Board did not meet in closed session.

The Board's next regular meeting is scheduled for Monday, November 27, 2023, at 6:00 p.m. at Station 1.

There being no further business brought before the Board, Commissioner **GARDNER** made a motion, seconded by Commissioner **GRAY**, to adjourn the meeting at 6:27 p.m. By a vote of 4 to 0, the motion carried.

Secretary of the Board

NOTICE OF PUBLIC MEETING
GALVESTON COUNTY EMERGENCY SERVICES DISTRICT NO. 1

Notice is hereby given that the Board of Commissioners of the **GALVESTON COUNTY EMERGENCY SERVICES DISTRICT NO. 1** will hold a meeting on **October 30, 2023** at **6:00 P.M.** at **Santa Fe Fire & Rescue Station 1, 13112 Highway 6, Santa Fe, Texas 77510.**

The District will consider and act upon the following matters:

1. Call meeting to order and recite the Pledge of Allegiance.
2. To receive public comment.
3. To approve the Minutes of prior meeting(s).
4. To receive the District's financial report and pay the District's bills.
5. To receive a status update from strategic planning committee.
6. To receive a monthly report from Santa Fe Fire & Rescue.
7. To authorize the payment of operations funding to Santa Fe Fire & Rescue in accordance with the adopted budget and service agreement.
8. To review and approve expenditures necessitated for the maintenance, upkeep, replacement, repairs and modification of real property, vehicles and equipment.
9. To meet in Closed Session pursuant to Government Code §551.071 to consult with legal counsel regarding pending or contemplated litigation, settlement offers or on matters which require confidentiality under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas.
10. To set meeting date for November, 2023.
11. Adjournment.



GALVESTON COUNTY
EMERGENCY SERVICES DISTRICT NO. 1

By:

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