



**Bell County Emergency Services District No. 1  
Board of Commissioners  
Regular Session Meeting Minutes  
May 15, 2025**

**1. Establish quorum/Call to Order/Pledges**

With a quorum present, a regular session meeting of Bell County ESD No. 1 was called to order by Mark McGraw at 6:31 p.m. on May 15, 2025.

Mark McGraw	Present
Mark Huppert	Present
Toby Hatton	Present
Jeff Kelley	Present
Melanie Kirchmeier	Present

**2. Public Comment- none.**

**Presentation/Action Agenda**

**3. Discuss and consider approval and acceptance of statement and oath of office for appointed Commissioner.**

Motion: Approve acceptance of statement and oath of office for Melanie Kirchmeier.

Result: Passed unanimously

Mover: Mark Huppert

Second: Jeff Kelley

Ayes: Mark McGraw, Mark Huppert, Toby Hatton, Jeff Kelley

**4. Discuss and consider action on the election of officers for the Board.**

Motion: To elect Melanie Kirchmeier to the position of Treasurer and have the other Commissioners remain in their previously elected positions.

Result: Passed unanimously

Mover: Jeff Kelley

Second: Mark Huppert

Ayes: Mark McGraw, Mark Huppert, Toby Hatton, Jeff Kelley, Melanie Kirchmeier

**5. Discuss and consider action on approving the Resolution Designating Authorized Persons for District Bank Accounts.**

Motion to approve Mark McGraw, Mark Huppert, Toby Hatton, Melanie Kirchmeier, and Jeff Kelley as Authorized Persons for District Bank Accounts

Result: Passed Unanimously

Mover: Toby Hatton

Second: Jeff Kelley

Ayes: Mark McGraw, Mark Huppert, Toby Hatton, Jeff Kelley, Melanie Kirchmeier

6. Approve the minutes of April 17, 2025, regular meeting.

Motion: Approve minutes as presented from the April 17, 2025, meeting.

Result: Passed unanimously

Mover: Toby Hatton

Second: Mark Huppert

Ayes: Mark McGraw, Mark Huppert, Toby Hatton, Jeff Kelley, Melanie Kirchmeier

7. Discuss and consider action on the Treasurer's report, outstanding bill obligation, and consolidated financial report, and invoiced payments made by ACH.

Motion: To approve treasurer's report as presented

Result: Passed unanimously

Mover: Mark Huppert

Second: Toby Hatton

Ayes: Mark McGraw, Mark Huppert, Toby Hatton, Jeff Kelley, Melanie Kirchmeier

Motion: Approve invoiced payments made by ACH and Check

Result: Passed unanimously

Mover: Toby Hatton

Second: Mark Huppert

Ayes: Mark McGraw, Mark Huppert, Toby Hatton, Jeff Kelley, Melanie Kirchmeier

8. Discuss and consider action regarding budget amendments.

Motion: Allow changes to be made within the Body of the Budget with no net change to originally approved budget's final amount.

Result: Passed unanimously

Mover: Jeff Kelley

Second: Melanie Kirchmeier

Ayes: Mark McGraw, Mark Huppert, Toby Hatton, Jeff Kelley, Melanie Kirchmeier

9. Discuss and consider action regarding the FY24 annual audit and authorize filing with the County.

Motion: Accept the FY24 audit and authorize filing a copy with the County.

Result: Passed unanimously

Mover: Jeff Kelley

Second: Melanie Kirchmeier

Ayes: Mark McGraw, Mark Huppert, Toby Hatton, Jeff Kelley, Melanie Kirchmeier

10. Receive monthly report from the Salado Fire Chief regarding emergency operations, response times, call volume, management activities, training, personnel, and public information. Members heard from Chief Jim Franz. Discussed with no action taken.

11. Receive report from the Salado Volunteer Fire Department Board of Directors.

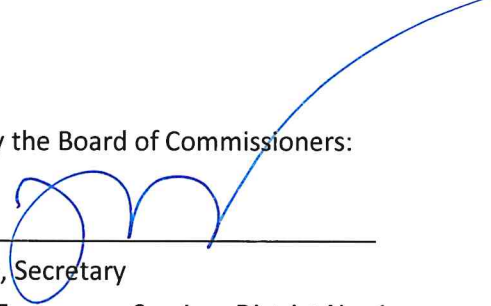
Members of the Board heard from VFD Board President Shane Berrier. Discussed with no action taken.

12. Discuss and consider the next meeting date and future agenda items.

Regular Meeting to be on June 19<sup>th</sup> @ 6:30

**ADJOURNED at 8:40pm**

Approved by the Board of Commissioners:



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Toby Hatton, Secretary  
Bell County Emergency Services District No. 1