

## KAUFMAN COUNTY EMERGENCY SERVICES DISTRICT NO. 7

### Minutes

February 17, 2026

A ~~regular~~ <sup>special</sup> meeting of the Board of Commissioners of Kaufman County Emergency Services District No. 7 was held **on Tuesday, February 17, 2026, at 5:00 p.m.**, at the Crandall Fire Department, 106 East Trunk Street, Crandall, Texas 75114.

1. Call meeting to order:
  - a. Commissioner Joseph Reese called the meeting to order at 5:04p.m. with the following members present:
    - Commissioner Joseph Reese
    - Commissioner Melissa Smith
    - Commissioner Hershel Dykema
    - Commissioner Oliver Rawls
    - Others: Carl Sheller, Fire Chief Josh Woodham, Chandler Myers, Andrea Myers, Kyle McAfee, Jeff Stevens, Josh McNeal, Shannon Barnes, Pat Branson,
  - b. The following attended via phone: None.
2. Public Comment: Individual members of the public may address the Board regarding general topics that are not on the current agenda. 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 public final agenda will be limited to a statement of factual 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.
  - a. None.
3. Public Comment on Agenda Items:
  - a. None.

### Reports

6. Receive monthly reports from the Treasurer and consider:
  - a. Approval of payment of monthly bills and invoices for February 2026
    - i. Commissioner Smith made a motion to approve the monthly bills and invoices for February 2026. Commissioner Reese seconded the motion. The motion carried.

### Discussion and Action Items

4. Review and consider approval of February 9, 2026, special meeting minutes.
  - a. Commissioners reviewed the minutes. Commissioner Smith made a motion to approve February 9, 2026, ~~regular~~ <sup>special</sup> meeting minutes. Commissioner Rawls seconded the motion. The motion carried.
5. Discuss and consider approval of the job description for the administrative assistant.
  - a. Commissioner Reese made a motion to approve the job description for the administrative assistant with the addition of "and other duties, as assigned. The administrative assistant will work 40 hours per week, including ESD meetings. The board will add additional benefits such as vacation and sick

leave once an HR firm has been established. The administrative assistant will use the ESO platform to time stamp hours worked. The Board will keep Eboni Chopp on as the interim full time administrative assistant under the contract price with monthly payments until payroll has been established.

Commissioner Smith seconded the motion. The motion carried.

6. Discuss and consider approval of the job description for fire chief.
  - a. Commissioner Reese made a motion to approve the job description of the fire chief. Commissioner Rawls seconded the motion. The motion carried.
7. Discuss and consider approval of the contract for the executive director.
  - a. Commissioners Smith made a motion to approve the contract for the executive director, Ashley Hunsaker. Commissioner Rawls seconded the motion. The motion carried.
8. Discuss and consider adopting Order Establishing Records Management Program, Appointing Records Management Officer and Appointing Public Information Coordinator.
  - a. Commissioners Reese made a motion to approve adopting Order Establishing Records Management Program, Appointing Records Management Officer and Appointing Public Information Coordinator, making Eboni Chopp (administrative assistant) the appointed records management office and public information coordinator. Commissioner Smith seconded the motion. The motion carried.
9. Update and consider approval of new Treasurer's bonds for new Commissioners.
  - a. Commissioner Reese made a motion to table the approval of the new Treasurer's bonds for the new Commissioners until a new board member is established. Commissioner Smith seconded the motion. The motion carried.
10. Discuss and consider approval of official name for the department.
  - a. Commissioner Smith made a motion to approve the official name for the department as Kaufman County ESD 7 (KCESD 7); dba: Crandall Fire Department. Commissioner Rawls seconded the motion. The motion carried.
11. Discuss and consider approval for the reimbursement resolution from Government Capital.
  - a. The Board discussed the approval for the reimbursement resolution from Government Capital. Commissioner Rawls made a motion to approve the resolution. Commissioner Smith seconded the motion. The motion carried.
12. Construction committee presentation.
  - a. Interim Fire Chief Josh Woodham presented to the Board on behalf of the construction committee. No action needed.
13. Discuss and consider approval for the type of procurement method for building new stations.
  - a. Commissioner Reese made a motion to approve the design-build procurement method for the new fire stations. Commissioner Smith seconded. The motion carried.
14. Discuss and consider approval of hiring builder for new stations.

- a. Commissioner Reese made a motion to approve hiring Grossman Design Build and using the cost/saving bids option for the new stations. Commissioner Smith seconded the motion. The motion carried.
15. Discuss and consider approval for point of contact with Texas Class Investment.
  - a. Commissioner Reese made a motion to approve Ashley Hunsaker as the point of contact with Texas Class Investment and Commissioner Smith and Rawls as signers. Commissioner Rawls seconded the motion. The motion carried.
16. Discuss and consider approval to have law firm submit documentation to Forethought Life Insurance Company to release funds from matured annuity account.
  - a. Commissioner Reese made the motion to approve Carlton Law Firm to submit documentation to Forethought Life Insurance Company to release funds from the matured annuity account. Commissioner Rawls seconded the motion. The motion carried.
17. Discuss and consider approval to join properties (2031 and 1971 S. FM 148) under one parcel and give authorization to executive director for execution.
  - a. Commissioner Reese made the motion to approve joining properties under one parcel and give authorization to the executive directive for execution. Commissioner Smith seconded the motion. The motion carried.
18. Discuss and consider approval to hire HR payroll services.
  - a. Interim Fire Chief Josh Woodham presented options to the Board for hiring HR payroll services. Commissioner Reese made a motion to hire RIT management for HR payroll services. Commissioner Smith seconded the motion. The motion carried.
19. Discuss and consider taking action on Texas Comptroller Special Purpose District Financial and Tax Reporting Requirement.
  - a. Commissioner Reese made a motion to have administrative assistant, Eboni Chopp to complete the Texas Comptroller Special Purpose District Financial and Tax Reporting Requirement. Commissioner Rawls seconded the motion. The motion carried.
20. Discuss and receive update on VFD/ESD transition.
  - a. No action needed.
21. Discuss the agenda, time, and date for the next meeting.
  - b. The Board will have a special meeting on February 24, 2026 at 5 p.m.
  - c. Regular meeting set for March 2, 2026 at 5 p.m.
4. **ADJOURNMENT** The meeting adjourned at 6:24 p.m.

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Joseph Reese, Board President

A handwritten signature in black ink, appearing to read "Joseph Reese". The signature is written in a cursive style with a large initial "J" and "R".

Joseph Reese, Board President