

## KAUFMAN COUNTY EMERGENCY SERVICES DISTRICT NO. 7

### Minutes

December 15, 2025

A regular meeting of the Board of Commissioners of Kaufman County Emergency Services District No. 7 was held **on Monday, December 15, 2025, at 6:00 p.m.**, at the Crandall Fire Department, 106 East Trunk Street, Crandall, Texas 75114.

1. Call meeting to order:
  - a. Commissioner Ashley Hunsaker called the meeting to order at 6:11p.m. with the following members present:
    - Commissioner Ashley Hunsaker
    - Commissioner Kevin Johnson
    - Commissioner Oliver Rawls
    - Commissioner Melissa Smith
    - Others: Fire Chief Carl Sheller, Josh McNeol, Tommy Moore
  - 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. Josh McNeol had a comment about agenda item #9.
  - b. Fire Chief Carl Sheller had a comment about a (MSA) payment outside the current contract with the ESD and moving the month to month to a year-long contract.

### Reports

#### Discussion/Action Items

4. Receive monthly reports from the Treasurer and consider;
  - a. Approval of payment of monthly bills and invoices for December 2025
    - The Board considered and approved the invoices; the withdrawal balance will be \$13,622.75, for December 2025. Commissioner Smith moved to approve the payment of monthly bills and invoices. Commissioner Rawls seconded the motion. The motion was carried.
5. Receive monthly report from Crandall Fire Department regarding financial matters, training, management activities, membership, and emergency operations and out of station times (including breakdown by apparatus) and call volume for fire/rescue calls and for EMS calls.
  - a. See enclosed report
6. Review and consider approval of November 14, 2025 special meeting minutes.
  - a. Commissioners present reviewed the minutes. Commissioner Rawls moved to approve November 14, 2025, special meeting minutes. Commissioner Smith seconded the motion, the motion carried.
7. Review and consider approval of signing the monthly FY25 contract for December with the Crandall Volunteer Fire Department.

- a. Commissioners reviewed the FY25 contract for December. Commissioner Smith moved to approve the FY25 contract for December. Commissioner Rawls seconded the motion. The motion carried.
8. Review and consider approval of the Interlocal Agreement with City of Crandall regarding new fire station property.
  - a. Commissioners cannot consider approval, because the City still has the agreement. The Board discussed potentially purchasing land depending on how long the agreement with the city will take. This item is tabled.
9. Discuss and consider taking action on terms for potential Sales Tax Sharing Agreement with the City of Crandall.
  - a. Commissioner Rawls moved to approve the authorization of Commissioner Hunsaker and Commissioner Reese to negotiate and execute in accordance with the terms and conditions that were discussed in the executive session. Commissioner Smith seconded the motion. The motion carried.
10. Discuss and consider Commissioners' terms of office expiring at year end.
  - a. All Commissioners have submitted all paperwork. No action needed
11. Discuss and consider submitting required annual report to the Division of Emergency Management.
  - a. The board administrator will complete the annual report and submit it by the deadline. No action needed.
12. Discuss updates on financial audit.
  - a. No action needed
13. Discuss and consider approval FY25 KCESD #7 audit completed by MCPA, PC.
  - a. Commissioner Rawls moved to approve the FY25 KCESD #7 audit completed by MCPA, PC. Commissioner Smith seconded the motion. The motion carried.
14. Discuss and approval of hiring companies for fire chief position and review qualifications for candidates.
  - a. This item was tabled.
15. Discuss and approval of full-time administrative position and review qualifications for candidates.
  - a. The Board discussed the qualifications; the current board administrator will create a job description and submit it to the Board for review.
  - b. Additional qualifications: comfortable with meeting with government agencies/municipalities and builders, trustworthy
16. Discuss and consider attendance of non-board members at Texas State Association of Fire and Emergency Services District (SAFE-D) Annual Conference in 1st Quarter of next year.
  - a. The Board discussed the non-board members attending the Texas State Association of Fire and Safety Emergency Services Districts Annual Conference. Commissioner Smith moved to approve the attendance of non-board members to attend the SAFE-D Annual Conference including covering the full cost (registration, food and hotel stay). Commissioner Rawls seconded the motion. The motion carried.
17. Discuss the agenda, time, and date for the next meeting.
  - a. Special meeting for Monday, December 22, 2025 at 5 p.m.
  - b. Regular meeting for Tuesday, January 6, 2026 at 5 p.m.
18. **ADJOURNMENT** The meeting adjourned at 9:22 p.m.

*Ashley Hunsaker*

Ashley Hunsaker, Board President

