

## **KAUFMAN COUNTY EMERGENCY SERVICES DISTRICT NO. 7**

### **Minutes**

May 5, 2025

A regular meeting of the Board of Commissioners of Kaufman County Emergency Services District No. 7 was held **on Monday, May 5, 2025, 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 5:12 p.m. with the following members present:

- Commissioner Ashley Hunsaker
- Commissioner Kevin Johnson
- Commissioner Oliver Rawls
- Commissioner Melissa Smith
- Others: Fire Chief Carl Sheller, Asst. Fire Chief Josh Woodham, Firemen Chandler Moore

- b. The following attended via phone: None.

2. Public Comment: No public comment.

3. Public Comment on Agenda Items: No public comment on the agenda items.

### **Reports**

4. Receive monthly reports from the Treasurer and consider;

- a. Approval of payment of monthly bills and invoices for May 2025.
- The Board considered and approved the invoices; the withdrawal balance will be \$74,268.66 for May 2025. A motion was made by Commissioner Smith to approve the bills and invoices, seconded by Commissioner Johnson. The motion was carried.
- b. Approval of monthly financial report for May 2025.
- Commissioner Rawls is still working on obtaining all the reports to complete the financial report. The Board tabled this until completion.

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.
- b. The Fire Department ("FD") had several questions that were put together from the firemen. Commissioner Hunsaker was able to answer some the questions in the meeting like the 3, 5, 10-year vision. The ESD cannot foresee a 3, 5, 10 years due to the ongoing master plan project. Another question is "who is really in charge?" Commissioner Hunsaker stated the ESD works together as Board ensures things are fair. A panel can form to hire a Fire Chief, if needed, but it will be a process. It was then stated that the Fire Chief was a part of the Board. Firemen Chandler Moore spoke on behalf on the firemen and addressed the reason behind some of the questions. The firemen would like more recognition since they feel they are the ones doing all the work. Some of the questions are condescending stated Chief

Sheller however these questions are what the firemen are wanting to know. They would like to know answers to specific questions like 10, 11, 15, and 18. Some of these questions also come from community members. The Board agreed to review and answer the questions to the best of their ability. The master plan is the answer to many of the questions, and the Board must comply with regulations when it comes to tax dollars. Another question is if the master plan comes back and states the firemen need to be full time, what will happen to those who can't do full time? Commissioner Hunsaker stated the master plan will talk more about shifts and what that will look like not so much individual layouts. Another suggestion was to have other ESDs come in and talk to them about their experience to help ease and answer the firemen questions.

- c. Chief Sheller spoke about the budget and pointed out some line items where the FD was significantly over, while they added more to the projected budget they are needing to move some line items around. The FD is projecting they will be over budget at the year's end. They are currently on budget but are riding a very fine line to being over budget. The FD is starting the process for the upcoming budget and will ask for an increase, they would like to have it ready to go by July for the Board to include it in their budgeting process. Chief Sheller wanted to know if the Board will continue with a monthly contract or a year contract. Commissioner Hunsaker stated she would reach out to the lawyer to get the best answer.
- d. Chief Sheller would like an update on the audit. Commissioner Hunsaker stated the bank needs more documentation of bank statements from the last 8 years and beyond.
- e. Chief Sheller asked about the title of the Chevy Tahoe and wanted to know if they should keep it in the FD safe. This will have to be tabled and added to next month's agenda.

### **Discussion and Action Items**

- 6. Review and consider approval of April 7, 2025, regular meeting minutes.
  - a. Commissioners present reviewed the minutes. Commissioner Rawls made a motion to approve the April 7, 2025, regular meeting minutes. Commissioner Johnson seconded; the motion carried.
- 7. Review and approval of signing the monthly FY25 contract for May with the Crandall Volunteer Fire Department.
  - a. Commissioner Smith made a motion to approve the signing of the monthly FY25 contract for May, Commissioner Rawls seconded. The motion carried.
- 8. Discuss and consider adoption of the Order Establishing Records Management Program and SLR Form 504 and SLR Form 508.
  - a. Commissioner Hunsaker discussed the Order with the Board.
  - b. Commissioner Rawls made a motion to adopt the Order establishing record management program and SLR Form 504 and SLR Form 508, seconded by Commissioner Johnson. The motion carried.
- 9. Discuss updates on master plan.
  - a. The master plan should be complete in about 3 weeks and Commissioner Hunsaker will ask John Carlton to be included on the emails sent out going forward.


10. Discuss updates on forensic audit.

- a. Commissioners Hunsaker and Smith will be sending in the last requested documents to finish the last steps of the audit. They will be sending this information on Tuesday, May 6, 2025.

11. Discuss the agenda, time, and date for the next meeting

- a. The next regular meeting will be June 2, 2025, at 5 p.m.

**ADJOURNMENT** The meeting adjourned at 6:08 p.m.

  
Ashley Hunsaker, Board President

