

MILAM COUNTY EMERGENCY SERVICES DISTRICT NO. 1

MINUTES

A Regular Meeting of the Board of Emergency Services Commissioners of Milam County Emergency Services District No. 1 was held on Tuesday, February 4th, 2025, 6:00 P.M. at the Milano Civic Center, 120 W Ave E, Milano, TX 76556.

The following Commissioners were present

STEPHEN HANEL

MIKEL REED

KAIN DODD

★ REBECCA GERREN ★

The following agenda items were considered, reviewed, discussed, and action may be taken as appropriate:

- 1) A quorum will be established, and the meeting of Milam County ESD #1 will be called to order.
A quorum was established with four board members in attendance. President Kain Dodd called the meeting to order at 6:01 p.m.
- 2) Pledge allegiance to the American and Texas Flag.
- 3) Recognition of citizens and Citizen Comments.
No citizens wished to speak.
- 4) Consider the minutes of previous Milam County ESD #1 board meeting. Act on any corrections, changes, or approval of said minutes.
The minutes of the regular meeting held on January 7th, 2025 were presented by Commissioner Kain Dodd. Commissioner Hanel made a motion to approve the minutes, seconded by Commissioner Reed, all were for, none were opposed, motion carried.
- 5) Treasurer's Report
Commissioner Reed reported there were two deposits from the tax office. A deposit on 01/27/2025 in the amount of \$125,533.69, a deposit on 01/31/2025 in the amount of \$119,181.81, and loan in the amount of \$681,750.00 was deposited via direct wire. This brought the account total to \$892,033.66 as of 01/31/2025. Commissioner Reed reports CPA is set up as read only on quickbooks as of now. CPA should have access to quickbooks by March.

- 6) Report from a representative of Allegiance Mobile Health on Ground Emergency Medical Services in the District.
Allegiance Representative Operations Manager Tracie Schuh was present and reported the compliance report is in progress and when complete it will be sent to Commissioner Gerren. Tracie reported they are short two paramedics and fully staffed with EMTs. She reported current crews are covering the shortage. The 5th ambulance should be delivered on Friday. T-shirts designed for Milam County are done and crews are wearing them. Class B mock up in progress and will be sent to Commissioner Dodd when complete. Sizes have been collected, patches are done, and Class B shirts are expected to be done by the end of February. Working on jackets and job shirts now. Tracie also reported a couple of big calls involving house fire and major MVC. Tracie reported they have gone level 0, but did not have a delay in response to calls and recovered quickly. She also reported they will be using ES chat due to problems with Verizon. Once the 5th truck is here, all trucks will get radios installed. Traci reported we will begin seeing students on the ambulances from the Allegiance EMT program.
- 7) Report from a representative of PHI on Air Emergency Medical Services in the District.
PHI Med 1-5 Base Manager Dylan Newsom was not present, but emailed information to Commissioner Dodd. Dylan reported that they have joint training scheduled with Allegiance in February with LZ class at Milano VFD on 02/18/2025-02/20/2025.
- 8) Presentation by JB Services Unlimited.
Dylan from JB Services Unlimited present. Presentation and price list for station maintenance. No action was taken.
- 9) Discuss and take any necessary action regarding amending the term dates in the Allegiance Mobile Health contract.
Commissioner Reed made a motion to amend the term dates in the Allegiance Mobile Health Contract to the correct years, seconded by Commissioner Hanel, all were for, none were opposed, motion carried.
- 10) Discuss and take any necessary action regarding Allegiance Mobile Health uniforms.
T-shirts are complete. Working on Class B, hats, jackets, and job shirts. No action was taken. Commissioner Reed made a motion to table agenda item #10, seconded by Commissioner Hanel, all were for, none were opposed, motion carried.
- 11) Update regarding the Districts VHF Repeater.
01/27/2025 appointment is being rescheduled. Commissioner Dodd spoke with Bubba, and reports Bubba would like to look at the repeater first, and will not charge for that appointment. No action was taken.
- 12) Discuss and take any necessary action regarding joining the CENTEX RAC.
Tracie from Allegiance reports they will be joining the CENTEX RAC. Commissioner Gerren made a motion for the MCESD #1 to not join the RAC, seconded by Commissioner Reed, all were for, none were opposed, motion carried.

- 13) Discuss and take any necessary action regarding adopting Policy No. 02.25 Facility Maintenance Reporting; including review of the facility inspection forms.
Commissioner Dodd presented the Google form for maintenance reporting that is to be completed by EMS crews. Commissioner Hanel made a motion to adopt Policy No. 02.25 Facility Maintenance Reporting; including review of the facility inspection forms, seconded by Commissioner Gerren, all were for, none were opposed, motion carried.
- 14) Review Station 1 facility maintenance issues and President Dodd's request to the City of Cameron to address said issues.
Ricky Tow present. Commissioner Dodd sent 41 items of issue to the City of Cameron. No action was taken- just review.
- 15) Review, discuss and take any necessary action regarding accepting the transfer of the Rockdale EMS Station from Milam County to the District.
Draft paperwork at Commissioners Court. MCESD #1 to return property to the county if vacated. Commissioner Hanel made a motion to accept the transfer of the Rockdale EMS Station from Milam County to the District pending draft paperwork, seconded by Commissioner Reed, all were for, none were opposed, motion carried.
- 16) Review, discuss and take any necessary action regarding Estimate No. 1038 from Climate Control A/C & Heating for a new HVAC system at the Rockdale EMS station.
Climate Control A/C & Heating inspected the HVAC system and found mold in vents and ducting. Also reported the unit is too big for occupied space. Estimate received to replace unit, ducting, and remove mold. Commissioner Hanel made a motion to approve estimate from Climate Control A/C & Heating for a new HVAC system at the Rockdale EMS station, seconded by Commissioner Gerren, all were for, none were opposed, motion carried.
- 17) Review, discuss and take any necessary action regarding a request for proposals for facility maintenance services.
Commissioner Hanel made a motion to not send out an RFP for facility maintenance services, seconded by Commissioner Reed, all were for, none were opposed, motion carried.
- 18) Review, discuss and take any necessary action regarding blanket purchase order agreements for facility maintenance.
Not needed. No action was taken- review only.
- 19) Review, discuss and take any necessary action regarding a procurement policy for the District.
No action was taken- review only.

- 20) Review, discuss and take any necessary action regarding an investment policy for the Districts funds compliant with Texas Government Code 2256, the Public Funds Investment Act.

No action was taken- review only.

- 21) Review, discuss and take any necessary action regarding proposals for the fabrication, printing, and installation of signage at the Districts EMS stations.
One proposal received. Free installation for Rockdale and Thorndale Stations from Rockdale Signs & Photography. Commissioner Reed made a motion to accept the proposal for the fabrication, printing, and installation of signage at the Districts EMS stations from Rockdale Signs & Photography, seconded by Commissioner Hanel, three were for, none were opposed, Commissioner Gerren abstained, motion carried.
- 22) Discuss and take any necessary action regarding selecting, negotiating, and acquiring real property within the City of Rockdale for the purpose of constructing a new EMS station.
Commissioner Hanel made a motion to enter negotiations with Valerie Drake about acquiring property ID #56702, seconded by Commissioner Reed, all were for, none were opposed, motion carried.
- 23) Discuss and take any necessary action regarding selecting, negotiating, and acquiring real property within the City of Cameron for the purpose of constructing a new EMS station.
Commissioner Hanel made a motion to enter negotiations with Wendall Cryer about acquiring property in Cameron, seconded by Commissioner Reed, all were for, none were opposed, motion carried.
- 24) Discuss and take any necessary action regarding selecting Hughes Surveying to survey proposed lots in Rockdale and Cameron.
Commissioner Reed made a motion to select Hughes Surveying to survey proposed lots in Rockdale and Cameron, seconded by Commissioner Hanel, all were for, none were opposed, motion carried.
- 25) Discuss and take any necessary action regarding approving a job description for the District Administrator position.
No action was taken- review only. Commissioner Hanel made a motion to table agenda item #25, seconded by Commissioner Reed, all were for, none were opposed, motion carried.
- 26) Review, discuss and take any necessary action regarding an Interlocal Agreement between the District and Milam County regarding employing the District Administrator.
No action was taken- review only. Commissioner Hanel made a motion to table agenda item #26, seconded by Commissioner Reed, all were for, none were opposed, motion carried.
- 27) Publish notice of street address of the District's administrative office in newspapers of general circulation per Section 775.036.

Notice must be published annually. Commissioner Hanel made a motion to publish notice of street address of the District's administrative office in newspapers of general circulation per section 775.036. No action was taken- review only. Commissioner Hanel made a motion to table agenda item #25, seconded by Commissioner Gerren, all were for, none were opposed, motion carried.

- 28) Discuss and take any necessary action regarding audit services termination letter from Ingram, Wallis & Co., P.C..
Letter received to end engagement due to loss of staff. No action was taken- review only.
- 29) Discuss and take any necessary action regarding audit services engagement letter from CliftonLarsonAllen LLP.
Commissioner Gerren made a motion to table agenda item #29 until the next meeting, seconded by Commissioner Reed, all were for, none were opposed, motion carried.
- 30) Update regarding the Verizon account for the District.
Commissioner Dodd reported the phone will be free and service will be \$40/month. No action was taken- update.
- 31) Discuss and take any necessary action regarding reimbursement of Commissioner expenditures for 2024. (2024 SAFE-D Conference and Public Notices).
Commissioner Dodd presented receipts for reimbursement.
- 32) Discuss and take any necessary action regarding paying the bills of the District.
Commissioner Reed reported the following bills: City of Cameron \$7,340.56, website \$240 and \$2,777.02 (for 2024), local newspapers \$100.80 and \$51.00, Hilliard for base at Thorndale Station \$3,875.00, City of Thorndale for trash and water \$64.94. Commissioner Hanel made a motion for Commissioner Reed to pay the district's bills, seconded by Commissioner Gerren, all were for, none were opposed, motion carried.
- 33) Reports from Special Committees
- a. EMS Contract Committee - Mikel Reed and Kain Dodd
 - b. Station Committee - Stephen Hanel and Rebecca Gerren
 - c. Communications Committee - Stephen Hanel and Kain Dodd
 - d. Fire Department Liaison Committee - Kimberly Knappek and Mikel Reed
- Need to send out request for qualifications for architect. Waiting on Ken about the request.
- 34) Discuss and take any necessary action to amend special committees and appoint board members to oversee different roles required by the District. i.e. facility maintenance issues, administrative support, contract review, and new station construction.
Dissolve a-c, and leave d on agenda item #33. Terminate committees except for the Fire Department Liaison Committee. Responsibilities going forward to be divided as follows: Commissioner Dodd- district administrator, Commissioner Knappek- website, dispatch center, administrative assistance, Commissioner Gerren- contracts, Commissioner Reed- new station construction, Commissioner Hanel- current stations and maintenance issues.

- 35) Discuss and take any necessary action regarding scheduling special meetings or workshops.

No action was taken.

- 36) Adjourn.

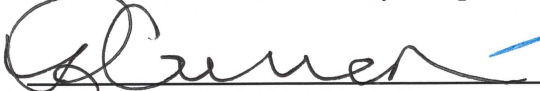
Commissioner Hanel made a motion to adjourn the meeting, seconded by Commissioner Reed, all were for, none were opposed, meeting adjourned at 7:17 p.m.

The above and foregoing Minutes for Tuesday, February 4th, 2025 have been examined and approved in an Open Meeting of the Milam County Emergency Services District No. 1.

Statement of Approval

Date: 03/04/2025

Vice President, Kimberly Knapek



Secretary, Rebecca Gerren



President, Kain Dodd



Treasurer, Mikel Reed



Assistant Treasurer, Stephen Hanel

Supporting documents may be obtained by Public Information Request.