

# 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, March 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  
KIMBERLY KNAPEK

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 6:00 p.m. Commissioner Knappek not yet present.
- 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 February 4th, 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) Report from a representative of Allegiance Mobile Health on Ground Emergency Medical Services in the District. Review of compliance reports from previous months and consideration of any requested late call exemptions submitted by the service provider.  
Allegiance Representative Operations Manager Tracie Schuh was present. The compliance report was emailed earlier that day with January's data only to see what the board wants on the report going forward. Date, times, run #, unit #, call nature, and comments of why there was a delay, if any, are suggested to remain within the data. She reported they routinely track response times and turn around times. The few dispatch



delays within the report have reportedly been remedied with education. Tracie also reported approximately 425 total calls for January. She said February's data will be sent soon. Commissioner Dodd requested data for the specific zones within Milam County. Tracie said she would check with Amanda to see if that was possible within Logis. ES Chat fiber went in today and should be live on March 5th, 2025. Allegiance will be hosting ACLS, PALS, PHTLS, and BLS on March 17th, 2025 at 1 p.m. They will also be doing training with Cameron VFD on March 10th, 2025. Commissioner Reed asked if they had contacted local schools for EMS standbys, or any education, and Tracie reported she would reach out to them soon. Commissioner Reed also inquired about responding with VFDs to structure fires and providing blood draws for local law enforcement. Tracie reported yes to both. Thorndale EMS station porch is done. Pea gravel is needed for standing water in front of Thorndale station. Sign is up at both Thorndale and Rockdale stations. Tracie also reports they are hitting level 0 daily with minimal delay in responses. Commissioner Reed requested peak hours for calls data for the April meeting. Tracie expressed a concern for delay in helicopter dispatching. She said that Dylan from PHI is supposed to look into the issue and report back to her. Commissioner Dodd recommended not to start response fines until the second quarter. Commissioner Knappek now present.

- 6) 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 had joint training with Allegiance in February with LZ class at Milano VFD. Dylan also reported that there were 219 requests and 78 completed transports in 2024. He also reported that there have been 6 requests with 3 completed transports in February 2025.
- 7) Update regarding the Districts VHF Repeater. No update- needs to be rescheduled.
- 8) Financial and bookkeeping matters, including payment of bills, review of revenue/expenditures, and budget amendments for fiscal year end December 31, 2025, if appropriate. Commissioner Reed gave Treasure's Report. He also reported TXU had sent the Rockdale EMS station bills to the City of Rockdale, and the ESD now owes the city for two months of electricity. Commissioner Reed made a motion to pay the district's bills, seconded by Commissioner Hanel, all were for, none were opposed, motion carried. Commissioner Dodd presented a line item adjustment form to move allotted funds from the office lease line item in the amount of \$24,000 and technology and communications line item in the amount of \$20,000 for a total of \$44,000 moved to line item for building repairs and maintenance. Commissioner Knappek made a motion to move the allotted \$44,000 from the previous line items to the building repairs and maintenance line item, seconded by Commissioner Hanel, all were for, none were opposed, motion carried.
- 9) Discuss and take any necessary action regarding audit services engagement letter from CliftonLarsonAllen L.L.P.



According to Sec. 775.0821 no audit is required for 2024 due to the district's financial account being less than \$250,000. Commissioner Dodd reported a letter requesting exemption from audit will need to be sent to the Milam County Commissioner's Court. Commissioner Hanel made a motion for Commissioner Dodd to send a letter to the Milam County Commissioner's Court requesting an exemption from an audit, seconded by Commissioner Knappek, all were for, none were opposed, motion carried.

- 10) Discuss and take any necessary action regarding procurement policy for the District.  
Commissioner Dodd presented Policy No. 03.25 Procurement Policy. The policy was sent to the CPA by Commissioner Reed. After discussion, Commissioner Hanel suggests the policy be amended as follows: \$0-\$499.99 Verbal Approval and \$500.00-\$9,999.99 remove the required 3 quotes. Commissioner Hanel made a motion to approve Policy No. 03.25 Procurement Policy with amendments, seconded by Commissioner Reed, all were for, none were opposed, motion carried.
- 11) Discuss and take any necessary action regarding an investment policy for the District's funds compliant with Texas Government Code 2256, the Public Funds Investment Act.  
Commissioner Dodd presented Policy No. 04.25 Investment Policy. Commissioner Reed made a motion to adopt Policy No. 04.25 Investment Policy, seconded by Commissioner Hanel, all were for, none were opposed, motion carried.
- 12) Discuss and take any necessary action regarding consideration of submitting a letter of interest to the Milam County Appraisal District to request a proposal for tax collection services. This letter would serve only to receive information and a proposal from the District regarding this matter..  
Commissioner Reed made a motion to send a letter of interest requesting a proposal from the Milam County Appraisal District for tax collection services, seconded by Commissioner Hanel, all were for, none were opposed, motion carried.
- 13) Discuss and take any necessary action regarding selecting Travis J. Garney Attorney at Law, Palmos, Russ, McCullough & Russ, LLP for legal matters pertaining to the District.  
Travis present. Commissioner Hanel made a motion for Travis J. Garney Attorney at Law to represent the District, seconded by Commissioner Gerren, all were for, none were opposed, motion carried.
- 14) Discuss and take any necessary action regarding approving a job description for the District Administrator position.  
Commissioner Dodd presented a job description. Requested amendments by Commissioner Reed move Paramedic to required and remove specified associate's degree under desired. Commissioner Dodd to present a copy to Milam County Judge. Commissioner Knappek made a motion to approve the job description for the District Administrator position with amendments, seconded by Commissioner Hanel, all were for, none were opposed, motion carried.



- 15) Review, discuss and take any necessary action regarding an Interlocal Agreement between the District and Milam County regarding employing the District Administrator. Commissioner Reed made a motion to approve the Interlocal Agreement between the District and Milam County regarding employing the District Administrator. seconded by Commissioner Knappek. all were for, none were opposed. motion carried. Commissioner Dodd to take Agreement to the District Attorney.
- 16) Introduction by Diverse Studio. Three partners are present from Dallas. Experience in Fire and EMS stations.
- 17) Discuss and take any necessary action regarding selecting, negotiating, and acquiring real property within Milam County for the purpose of constructing new EMS stations. Milano VFD would like to donate lots 11, 12, & 13 to the district. It will cost \$300 to transfer the deed. Milano VFD requires land to go back to them if an EMS station isn't constructed or in the process of being constructed within 3 years. Commissioner Reed questioning legality of this request. Commissioner Knappek made a motion to accept the lots 11, 12, & 13 donation from Milano VFD pending legal review. seconded by Commissioner Hanel. four were for. Commissioner Reed opposed. motion carried. A Realtor is looking at comps for Rockdale property and Mrs. Drake will notify the district with a price. Mr. Cryer wants to sell property ID 23087 in Cameron. Commissioner Hanel made a motion to purchase property 23087 for \$35,000 pending survey. seconded by Commissioner Reed. all were for, none were opposed. motion carried.
- 18) Discuss and take any necessary action regarding approving a Design and Construction Services Request for Qualifications for EMS Stations 1, 2, 3, and 4. Commissioner Dodd to post with a submission date of March 31st. 2025. Commissioner Hanel made a motion to approve the Design and Construction Services Request for Qualifications for EMS Stations 1, 2, 3, and 4. seconded by Commissioner Reed. all were for, none were opposed. motion carried.
- 19) ESD Commissioners will provide updates on various District matters;
- A. Commissioner Dodd - District Administrator  
To take documents to the county.
  - B. Commissioner Gerren - Contracts  
Compliance Report received from Allegiance this morning.
  - C. Commissioner Knappek - Website, Communications, and Administrative assistance.  
Blaine was present to meet with Kim about the website.
  - D. Commissioner Hanel - Current Stations  
Ricky was present from the City of Cameron to report on Cameron Station repairs. Google form for repair requests presented by Commissioner Dodd. Security cameras to be installed at Rockdale and Thorndale stations.
  - E. Commissioner Reed - New Stations  
Nothing to report.



20) Reports from Special Committees

- a. Fire Department Liaison Committee - Kimberly Knapek and Mikel Reed

Nothing to report.

21) Schedule special meetings or workshops as necessary.

None.


22) Adjourn


Commissioner Hanel made a motion to adjourn the meeting, seconded by Commissioner Gerren. all were for. none were opposed. meeting adjourned at 7:50 p.m.


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


**Statement of Approval**


**Date:** 06/03/2025

  
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Vice President, Kimberly Knapek

  
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Secretary, Rebecca Gerren

  
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President, Kain Dodd

  
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Treasurer, Mikel Reed

  
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Assistant Treasurer, Stephen Hanel

Supporting documents may be obtained by Public Information Request.