June 18, 2025

The Rusk County Emergency Services District #1 met on this date at 7 p.m. with Board President David Burks presiding. Board Members present were Gloria Dooley, Jiffy Dukes and Wayne Griffith. The meeting was opened with a prayer from Brian Besson followed by the pledge to the American flag.

A roll call of departments present was recorded as follows: Carlisle, Church Hill, Crims Chapel, Eastside, Elderville, Rusk Co. Rescue, Kilgore, Kilgore Rescue, Laneville, Mt. Enterprise, New London, New Salem, and Reklaw. Departments recorded as absent were: Texas Forest Service, Garrison, Henderson, Overton and Tatum.

The minutes of the previous meetings were then presented to the Board for their consideration and approval as emailed. On a motion made by Board Member Jiffy Dukes, and duly seconded by Board Member Wayne Griffith, the minutes were approved as emailed with a unanimous vote of the Board.

The financial report was then presented to the Board for their consideration and approval by Board Administrative Assistant Dawn Taylor. She reported a beginning balance in the Sales and Use tax money market in the amount of $3,091,239.58 with one transfer out in the amount of $56,057.00 and one deposit in the amount of $456,592.86 and interest earned in the amount of $6,746.89, for an ending balance in the amount of $3,498,522.33; the General money market account showed a beginning balance in the amount of $1,818,755.02, with interest earned in the amount of $3,630.03, for an ending balance in the amount of $1,822,385.05; the Obligations money market account showed a beginning balance in the amount of $444,001.62, with interest earned in the amount of $886.17, for an ending balance in the amount of $444,887.79; and the District's checking account showed a beginning balance in the amount of $418,806.14 and after deposits and disbursements, an ending balance in the amount of $371,986.20. Also included with the report was a check detail report for the **payment of bills**, department payment breakdown, profit and loss, and budget versus actual report. A motion to approve as presented was made by Board Member Wayne Griffith, and duly seconded by Board Member Jiffy Dukes. The motion passed with a unanimous vote of the Board.

The next agenda item was to consider and possibly approve any revenue transfers during the month among District accounts. Treasurer Gloria Dooley read aloud all of the account transfers for the month of May and the reason for the transfer. A motion to approve the report as read was made by Board Member Jiffy Dukes, and duly seconded by Board Member Wayne Griffith. The motion passed with a unanimous vote of the Board.

The next agenda item was to consider and possibly approve the 2024 Annual Audit as

presented by Morgan LaGrone, CPA. Ms. LaGrone reported that we had a clean audit for 2024 and had met all governmental standard practices. She had full cooperation from the Board during the audit and found access to all documents and records necessary to conduct the audit. She reported that while we had journal entries to make for 2024, that this was largely due to the unanticipated amount of revenue generated by the collection of Sales and Use taxes in June of 2024 and the completion of the remodeling construction project completed in 2024. She expressed her appreciation for the cooperation she had received and for having one of the best websites where she could access reports. A motion to approve the report as presented was made by Board Member Board Member Gloria Dooley, and duly seconded by Board Member Jiffy Dukes. The motion passed with a unanimous vote of the Board. The Board expressed their thanks to her and her staff for the hard work they had done on the audit.

The next agenda item was to consider and possibly approve any pending items pertaining to the building. Board Member Jiffy Dukes asked for approval to install a plug for the vending machine in the kitchen hallway not to exceed $800. A motion to approve was made by Board Member Jiffy Dukes, and duly seconded by Board Member Wayne Griffith. The motion passed with a unanimous vote. Board Member Dukes also reported that dirt and hay had been put into all of the crevices created by rain storms and the erosion was now under better control.

The next agenda item was to consider and possibly approve anything pertaining to communications/technology in the District. The Board was presented with a quote for the wiring management system inside of the tower building for the Laneville 7/800 tower being built. The quote was for $3,661.54 which is about 1/3 of the cost for the system installed at the Oak Hill tower site. A motion to approve was made by Board Member Jiffy Dukes, and duly seconded by Board Member Gloria Dooley. The motion passed with a unanimous vote.

The next agenda item was to consider and possibly approve services with HdL on collection of sales and use taxes and strategic planning. The company gave a virtual presentation which highlighted the collection of data to project future revenue; the top 10 to 100 sales tax payers in the District; trends in collections; identifying missed tax payers; access to information not on the Comptroller's website; analyzing property tax payers; their Dashboard services and their fees. As these services would require a 12 month commitment and there was a wealth of information shared during the presentation, a motion to table until the Board had received hard copies of items was made by Board Member Jiffy Dukes, and duly seconded by Board Member Wayne Griffith. The motion passed with a unanimous vote. HdL will provide the Board with a copy of everything and the

slide presentation and a more detailed list of the fees involved for each service.

The next item on the agenda was to consider and possibly approve adding the newly developed PDF document remediation for continued ADA compliance provided by Streamline at an additional cost of $600 annually. A motion to approve was made by Board Member Gloria Dooley, and duly seconded by Board Member Jiffy Dukes as this will keep the ESD website in complete compliance with federal ADA requirements. The motion passed with a unanimous vote of the Board.

The next agenda item was a request from the Rusk County Rescue Unit and the request was withdrawn by Chief Craig Christian. No action necessary.

The next agenda item was to consider and possibly approve the purchase of asset tags and implementing a policy to track department assets purchased by the ESD through the RMS. The Board reviewed the proposed draft policy and agreed that it needed to be revised before they could possibly go forward with implementing. A motion to table was made by Board Member Gloria Dooley, and duly seconded by Board Member Jiffy Dukes. The motion passed with a unanimous vote.

The next agenda item was to consider and possibly approve repairs to the ESD engine. After discussion, it was agreed that since this engine will be used for training purposes and possibly a backup engine, the current repairs listed were not needed at this time. A motion to leave the engine as is for the time being was made by Board Member Gloria Dooley, and duly seconded by Board Member Jiffy Dukes. The motion passed with a unanimous vote.

The next agenda item was to consider and possibly approve a maintenance contract on hourly rates from Siddons-Martin to lock in the labor costs. As Kevin Sullivan was not able to attend, a motion to table was made by Board Member Gloria Dooley, and duly seconded by Board Member Jiffy Dukes. The motion passed with a unanimous vote of the Board.

The next agenda item was to consider and review the 2025 tax planning packet. Board Treasurer Gloria Dooley went over the various choices and informed the Board that the green option was the one we had always used and she would be using again. This calendar and the associated forms are something she receives every year from the Tax Assessor/Collector’s office and complies with on a yearly basis. The Board will be kept informed of each step in the process as we proceed to set a budget for 2026 and a tax rate. No action taken or necessary.

The next agenda item was to consider and possibly approve replacement tires for the Eastside VFD engine at a cost of $4,179.38. Chief Bozeman presented the request and the

Board reviewed the quote. A motion to approve was made by Board Member Jiffy Dukes, and duly seconded by Board Member Wayne Griffith. The motion passed with a unanimous vote.

The next agenda item was to consider and possibly approve a cost share with the Mt. Enterprise VFD for remodeling costs on the new building. Chief Case requested that the item be tabled as the estimate she had received included many items that needed to be removed. A motion to table was made by Board Member Gloria Dooley, and duly seconded by Board Member Jiffy Dukes. The motion passed with a unanimous vote.

The next item on the agenda was to consider and possibly approve a Resolution Adopting Monthly Reporting Requirements for Member Volunteer Fire Departments. Board Member Gloria Dooley informed the Board that this Resolution and policies were at the request of the District's attorneys so that the District would be in compliance with accountability of the disbursements of taxpayers funds to vfds. The first monthly report presented was an operations report that she explained would only require the departments using the District's RMS to be current on a monthly basis with all incident reports completed and closed by the 10th day of the month for the previous month. The second report presented was a monthly financial report that consisted of bank statements and expense ledger due by the 10th of each month for the previous month. A copy of these reports are included with the minutes and each department must sign the policy and return to the ESD or have their funding suspended or delayed. Reporting would be effective immediately with first reports due by July 10th. A motion to approve and adopt was made by Board Member Gloria Dooley, and duly seconded by Board Member Jiffy Dukes. The motion passed with a unanimous vote of the Board. Board Treasurer Dooley pointed out to all the departments present that this was not about seeing how much money each department had in various accounts but was to account to taxpayers on how departments are using funds received from the ESD. Having funds in reserve was expected and good financial planning for each department.

The next agenda item was to consider and possibly approve a cost share with the RCFFA for Class A and B uniforms for department members. Board Member Dooley asked for a show of hands on how many departments were still interested in having these uniforms and only 2 departments present indicated that they were. Due to the lack of a majority of the members of the RCFFA wanting to pursue this matter, a motion to deny the request was made by Board Member Jiffy Dukes, and duly seconded by Board Member Wayne Griffith. The motion passed with a unanimous vote of the Board.

Under public comments the following was noted: Board Treasurer Gloria Dooley reminded

Departments that 2026 department budgets were due by June 20th; 3 dates for radio updates were set as follows: June 23rd at 6 p.m., July 7th at 6 p.m. and July 27th at 9 a.m.; Carlisle VFD asked that the Board verify their ISO equipment as they didn't feel it was complete.

There being no further business to come before the Board at this time, a motion to adjourn was made by Board Member Jiffy Dukes, and duly seconded by Board Member Wayne Griffith. On a unanimous vote of the Board, the meeting was adjourned at 9:21 p.m.

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Secretary President