May 15, 2025

The Rusk County Emergency Services District #1 met on this date at 7:05 p.m. with Board President David Burks presiding. Board Members present were Gloria Dooley, Jiffy Dukes and Wayne Griffith. Board Members absent were Brian Bathke. The meeting was opened with a prayer from Chaplain Stacie Horne, 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, Garrison, Henderson, Laneville, Mt. Enterprise, New London, New Salem, and Tatum. Departments recorded as absent were: Texas Forest Service, Rusk County Rescue, Kilgore, Kilgore Rescue, Overton and Reklaw.

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 the following emailed to the Board prior to the meeting: **March** = District checking account beginning balance $623,005.53 and after deposits and disbursements an ending balance in the amount of $519,367.91; General Money Market account had a beginning balance in the amount of $1,277,388.37 with a $500,064.41 deposit and interest earned in the amount of $3,028.51, for an ending balance in the amount of $1,815,248.85; Obligation Money Market had a beginning balance in the amount of $510,404.90 with one transfer to checking in the amount of $61,181.36 and interest earned in the amount of $922.14, for an ending balance in the amount of $443,145.68; Reserve Money Market account showed a beginning balance in the amount of $34,758.61, with interest earned in the amount of $8.95 and a transfer in the amount of $34,758.61 to the General Money Market account, for an ending balance in the amount of $0.00; and the Sales/Use Tax Money Market account showed a beginning balance in the amount of $2,493,018.94 with one transfer to checking in the amount of $202,950.50 and one deposit in the amount of $407,729.83 and interest earned in the amount of $5,260.39, for an ending balance in the amount of $2,697,798.27; **April=** the District's checking account showed a beginning balance in the amount of $767,321.89 and after deposits and disbursements, an ending balance in the amount of $365,740.29; the Obligations Money Market showed a beginning balance in the amount of $433,145.68, with interest earned in the amount of $855.94, for an ending balance in the amount of $444,001.62; the Sales/Use Tax Money Market account showed a beginning balance in the amount of $2,697,798.27 with one deposit in the amount of $387,830.97, and interest earned in the amount of $5,610.34, for an ending balance in the amount of $3,091,239.58;

and the General Money Market account showed a beginning balance in the amount of $1,815,248.85, with interest earned in the amount of $3,506.17, for an ending balance in the amount of $1,818,755.02. Included with the report was a budget versus actual, department breakdown, reconciliations on all accounts and a profit and loss versus actual. As there was no discussion or questions, a motion to approve as presented 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 payment of bills was then presented to the Board for their consideration and approval by Board Treasurer Gloria Dooley. The March and April check registered had been emailed to all Board Members and she asked for discussion or questions. As there was done, a motion to approve the payment of bills was made by Board Member Wayne Griffith, and duly seconded by Board Member Jiffy Dukes. The motion passed with a unanimous vote.

The next agenda item was to consider and approve any revenue transfers among District accounts. Treasurer Dooley read aloud all transfers made during the month of April and 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 of the Board.

The next agenda item was to consider and possibly approve any pending items pertaining to the training facility. A quote from ProLots to fix all the cracks in the parking lot was presented at a cost of $4, 500.00. Board Member Dukes read the quote out loud and what it would include in the repairs. A motion to accept the quote was made by Board Member Gloria Dooley, and duly seconded by Board Member Wayne Griffith. The motion passed with a unanimous vote. Board Member Dukes informed everyone that the recent rains had created craters in the sod that had been laid last month and that he was going to have hay packed into these areas to prevent any further erosion and then we could go back and add in additional dirt at a later time. This is all still within the Not To Exceed amount authorized by the Board in March. He also asked if he could contact the flag pole company and get a price on either lowing two of the poles or extending one of the poles. The Board agreed that he could do so and present a quote at the June meeting.

The next agenda item was to consider and possibly approve anything pertaining to radio communications in the District. The first item was a quote from Motorola to move the antenna at Oak Hill at a cost of $63,253.89 to increase coverage especially for the Tatum VFD. The maps provided by Motorola do not show a significant improvement and he pointed out we could instead install a link at the Tatum station with a mobile base that

would accomplish at least the same thing but for only about $1,000.00 . A motion to install the link at the Tatum VFD station and pass on the Motorola quote was made by Board Member Jiffy Dukes, and duly seconded by Board Member Wayne Griffith. The motion passed with a unanimous vote. Next the Board reviewed a quote from 4S Enterprises to pour a slab for the Laneville 7/800 tower building and generator at a cost of $1,850.00. 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 last item on the tower site was to consider and possibly approve a cost of $8,500.00 to move the building from the Elderville VFD to the Laneville tower location. 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 last item to discuss was additional 7/800 radios for the Church Hill and Carlisle VFDs. Both departments currently need an additional 6 radios for department members answering calls. A motion to approve releasing these from stock to the departments was made by Board Member Jiffy Dukes, and duly seconded by Board Member Wayne Griffith. The motion passed with a unanimous vote. Departments would be contacted by Board Member Jiffy Dukes regarding the need for additional radios and verifying that current members assigned radios were actively answering calls.

The next item on the agenda was to consider and possibly approve the resignation of Board Member Brian Bathke effective May 5, 2025. Board Member Gloria Dooley read aloud Mr. Bathke's email where he submitted his resignation as he was not a resident of the actual Emergency Services District territory. A motion to accept 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 item on the agenda was to consider and possibly approve allowing IT Consultant Michael Searcy to hire an IT Assistant for the completion of current on-going projects in the District. Michael asked the Board for approval so that the switch to the new Alpine RMS program could be completed; the Laneville 7/800 project could be completed and the programming of radios could be completed. The assistant would be paid by his company and the additional labor cost at $50.00 per hour would be added to his billing to the ESD. A motion to approve was made by Board Member David Burks, and duly seconded by Board Member Jiffy Dukes. The motion passed with a majority vote with Board Member Gloria Dooley abstaining.

The next agenda item was to consider and possibly approve an additional amount of $45.00 on signage for the Crims Chapel VFD truck over the already approved amount of $950.00. A motion to approve 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 drone license for Michael Searcy at a cost of $175.00 and reimbursement for 4 cord reels in the amount of $119.92 to Michael Searcy. The request for the drone license was withdrawn as it was meant to go to a department and not the ESD. A motion to approve the reimbursement for the cord reels 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, discuss and possibly approve an amended resolution adopting an investment policy and investment strategies. Board Member Gloria Dooley presented the Resolution and updated policy. She explained that the previous policy had been in effect since 2008 and she had requested the Board attorney to review and update it to meet current legal requirements. 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 of the Board.

The next agenda item was to consider and possibly approve the first quarter Investment Report. Board Treasurer Gloria Dooley presented the report and explained that a quarterly report was required under state law and that the Board would be receiving these in the future. All investments are covered by bonds secured through the Federal Home Loan Bank. 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 of the Board.

The next agenda item was to consider and possibly approve an increase in monthly cost for bookkeeping service from $1,300.00 to $1,500.00 per month. Board Treasurer Gloria Dooley explained the need as she had increased the work load in this area. A motion to approve 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 an exemption from taxes for the Joseph L. Koch estate and the Threadgill-Boles Partners as has been granted in the past. As this was a standard request made through the Rusk County Appraisal District's office, 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 of the Board.

The next agenda item was to consider, discuss and possibly approve the estimated 2025 tax values from the County Appraisal District. Board Treasurer Gloria Dooley presented the estimated tax values and the calculated estimated revenue for 2026. Certified tax values would be received in July for a final revenue amount. A motion to approve 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 request from the New Salem VFD for replacement tires in the amount of $3,293.60. Assistant Chief Bill Ruby made the request as the tires were out of date and would not last until 2026. A motion to approve was made by Board Member Wayne Griffith, 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 difference in cost of $137.41 for the purchase of t.v.s for the command room. This difference was due to the fact that the Board increased the size of the units. 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 approval a date for the 2026 Budget Workshop and review of department budgets. A motion to approve the date of June 24th at 6 p.m. was made by Board Member Gloria Dooley and duly seconded by Board Member Jiffy Dukes. The motion passed with a unanimous vote. Department budgets would be due by June 20th and submitted via email to Board Treasurer Gloria Dooley.

The next agenda item was to consider and possibly approve reassignment of District Vehicles. After discussion a motion to reassign the Crims Chapel 2001 brush truck to the Church Hill VFD, the Church Hill VFD old engine to the ESD, the Fire Marshal truck would be rebranded as an ESD truck with only that logo on it (remove the trilogo, law enforcement logos, etc.), new signage would be approved for the FM truck by Board Members Jiffy Dukes and David Burks, new signage for the Church Hill VFD would be paid for the ESD, pump testing of the old engine would be paid for by the ESD and any new signage for the old engine would be paid for by the ESD; 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 requesting a 30 day automatic extension from the Commissioners Court on presenting our annual audit. Board Treasurer Gloria Dooley explained that an extension was necessary as the audit would not be ready by June 1st but would be ready by June 18th and we were required to request the extension. 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 moving our June meeting forward one day to June 18th so that our audit could then be presented to the

Commissioners Court on June 19th. A motion to approve the date 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 item on the agenda was to consider and possibly approve the plans, specifications and survey from the New Salem VFD for the purpose of seeking out bids for a new station. Board Member Jiffy Dukes had received and reviewed the aforementioned items and requested that the Board seek out bids starting around June 1st. A motion to approve and seek out bids was made by Board Member Gloria Dooley, and duly seconded by Board Member Wayne Griffith. The motion passed with a unanimous vote. Board Member Jiffy Dukes will act as Project Manager for the station build.

The next item on the agenda was to consider and possibly approve a request from the Rusk County Firefighters Association for the implementation of a Couty Wide By-Laws template. Board Member Gloria Dooley went over the request and made note that this template was only the minimum requirements that all department By-Laws should have in them and that all departments needed to review and update their By-Laws on a regular basis. They could certainly add to the template but she encouraged departments to keep policies and procedures out of their By-Laws. By-Laws define the structure of a department, when they meet, when they have elections, membership requirements etc. Attendance, drug use, disciplinary actions, etc. should be separate as stand alone policies. 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 of the Board.

The last formal agenda item was to consider and possibly approve a request from the Rusk County Firefighters Association for the ESD to purchase Class A and Class B attire for District firefighters at an approximate cost of $24,621.50 with the Association providing a 10% cost share. A motion to table until June was made by Board Member Jiffy Dukes, and duly seconded by Board Member Wayne Griffith. The motion passed with a unanimous vote.

Under Public Comments Firefighter Josh Stelly read aloud a statement to the ESD Board and submitted 3 open records requests to the Board (a copy of the statement is attached to the minutes emailed to all departments); Jeremy Bozeman talked about the upcoming Drivers class; Chief Rayford Gibson thanked the Board for the recent completed concrete apron at their station; Curt Curtis reminded everyone of how very easy it was to take the driving test and get certified to drive the trucks; Jeremy Bozeman gave an update on David Gatlin and asked that everyone sign the get well card on the conference table before

leaving; Sheriff Valdez thanked the departments for their continued help and expressed his thanks for our continued partnership; James Pike let everyone know that he was back temporarily as the EMC and was available when needed by the departments.

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 8:41 p.m.

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Secretary President