REGULAR MEETING

CRANE COUNTY ESD #1

Notice of hereby given that a regular meeting of the Crane County ESD #1 will be held on November 8th, 2022 at 7:00 PM at the Crane County Fire Station, Crane, Texas, notice of said meeting posted 72 hours prior on door of the Crane County Fire Department on November 4th, 2022

TIME: 7:00 PM   LOCATION: CRANE FIRE DEPARTMENT

DATE: NOVEMBER 8th, 2022

BOARD MEMBERS PRESENT

NAME: **POSITION:**

- BERRY INGRAM   PRESIDENT
- ANDREW OVALLE   COMMISSIONER
- ARRON MARTIN   SECRETARY/ TREASURER
- SANDY HUBBARD   AST SECRETARY/ TREASURER
- MARK HEISER   VICE PRESIDENT

TOPICS DISCUSSION:

1. Called meeting to order at 7:08 PM
2. **PUBLIC COMMENT-** Nathan with City ambulance was present along with Adrian Garcia from Reeves County Fire Department, all introduces there selves no other comments made.
3. **REVIEW AND CONSIDER APPROVAL OF MINUTES FROM OCTOBER 11TH, 2022 MEETING MINUTES-** Sandy made a motion to approve minutes, Arron 2nd. Motion passed 3-0.
4. **REVIEW AND CONSIDER APPROVAL TO PAY CURRENT BILLS –** Sandy made a motion to approve to pay the bills of the Carlton Law Firm and Tax Assessor and to table the Appraisal District bill till next meeting for further review, Arron 2nd. Motion passed 3-0.
5. **DISCUSS AND CONSIDER HIRING A HUMAN RESOURCES ORGANIZATION TO ASSIST IN THE HIRING PROCESS OF ALL PERSONNEL-** Adrian Garcia commented on his experience over hiring an HR Organization and the pros, will postponed discussion till December meeting. No action taken.
6. **DISCUSS AND DETERMINE ITEMS THAT WILL BE REQUIRED OF THE OF THE MEDICAL EMERGENCY SERVICE THAT WILL BE PROVIDING SERVICES TO CRANE COUNTY –** Read over rough draft and made changes as needed over addresses and other categories that concerned our board, asked Kelsey about adding violations and rules the ESD board would like to see, Berry will get call volume, map and other needed items for the final proposal, will send out when finalized, no seal at the moment.
7. **DISCUSS AND CONSIDER AUTHORIZING SOLICITATION OF PROPSALS FOR EMERGENCY MEDICAL SERVICES FOR THE DISTRICT-** Berry entertained a motion to put out final RFP when finalized and

approved by the ESD board, Sandy made a motion to approve publishing the RFP, Arron 2nd. Motion passed 3-0.

8. **DISCUSS AND CONSIDER ALLOWING A MEMBER OF THE BOARD YET TO BE DETERMINED TO SEEK DISTRICT INSURANCE, INCLUDING GENERAL LIABILITY INSURANCE AND DIRECTORS AND OFFICERS LIABILITY INSURANCE-** Berry was appointed to seek insurance.

9. **DISCUSS AND CONSIDER ALLOWING A MEMBER OF THE BOARD YET TO BE DETERMINED TO COMFIRM AND VALIDATE THROUGH THE CRANE COUNTY PROCESS THAT EMPLOYEES OF THE CRANE COUNTY EMERGENCY SERVICE DISTRICT NO.1 WILL BE ABLE TO UTILIZE THE CRANE COUNTY BENEFITS PROGRAM-** Sandy spoke with the County over subject.

10. **DISCUSS CURRENT STATUS OF INTERLOCAL AGREEMENT WITH THE CITY OF CRANE FOR LEASE OF VEHICLES, EQUIPMENT, AND BUILDINGS-** Kelsey spoke with the city and wrote up agreement, the City of Crane will lease all equipment and Locations for $1 a year, the ESD board will be responsible for all maintenance and all upkeeping of equipment while in lease, Kelsey will get us the agreement in Decembers meeting to review.

11. **DISCUSS AND CONSIDER CONTRACT FOR BOOKKEEPING SERIVCE-** Will look into getting proposals for next meeting, Adrian Garcia put comment in to verify Bookkeeping service hired is familiar with Government regulations. No action taken.

12. **DISCUSS AND CONSIDER ENGAGING AN AUDITOR FOR THE DISTRICT-** Sandy and Berry will get look into getting proposals for Decembers meeting. No action taken.

13. **DISCUSS CURRENT STATUS OF DEPOSITORY AGREEMENT WITH WEST TEXAS NATIONAL BANK-** Kelsey made draft for the bank to look over, all is moving forward.

14. **DISCUSS AND CONSIDER APPROVING A DISTRICT SEAL-** Table for December meeting. No action taken.

15. **DISCUSS AGENDA, TIME, AND DATE FOR NEXT MEETING-** December 13th, 2022 at 7:00 PM.

16. **ADJOURNED MEETING-** Sandy made a motion to adjourn the meeting, Arron 2nd. Motion passed 3-0, Meeting Adjourned at 8:21 PM.