

# 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 5th, 2024, 7:00 P.M. at the Milano Civic Center, 120 W Ave E, Milano, TX 76556.

The following Commissioners were present

STEPHEN HANEL  
KAIN DODD  
KIMBERLY KNAPEK

Zoom  
MIKEL REED  
REBECCA GERREN

- 1) A quorum will be established, and the meeting of Milam County ESD #1 will be called to order.  
*A quorum was present with Commissioners Kain Dodd, Kimberly Knappek, and Stephen Hanel attending in person. Commissioners Mikel Reed and Rebecca Gerren attended the meeting via Zoom. President Kain Dodd called the meeting to order at 7:00p.m..*
- 2) Pledge allegiance to the American and Texas Flag.
- 3) Invocation
- 4) Recognition of citizens and Citizen Comments.  
*No citizens were present. For additional visitors see sign-in sheet.*
- 5) Consider the minutes of previous Milam County ESD #1 board meetings. Act on any corrections, changes, or approval of said minutes.  
*The minutes of the special meeting held on February 16th, 2024 at the Milam County Annex were presented by President Kain Dodd. There were no additions, corrections, or amendments to the minutes. Commissioner Hanel made a motion to approve the minutes, seconded by Commissioner Knappek, all were for, none were opposed, motion passed.*
- 6) Presentation from Benny Gaida with VFIS of Texas.

- 7) Review, discuss, and take appropriate action on insurance quote from VFIS of Texas.  
No action taken. The board will entertain offers from other insurance providers before making a decision.
- 8) Workshop between board members to discuss strategic plans and objectives for the district.  
The board members discussed their goals and objectives for the ESD.
- 9) Creation and appointment of special committees for the purpose of investigating Milam County ESD #1 board objectives.  
The following committees were created by members present:  
Ground Ambulance Contract Committee: Mikel Reed and Kain Dodd  
EMS Crew Stations: Stephen Hanel and Mikel Reed  
Communications Committee: Kain Dodd and Stephen Hanel  
These special committees will investigate their assigned objectives and report back to the ESD board at each regular meeting.
- 10) Review, revise, and approve a request for proposal for certified public accounts to conduct audits for District and contractor(s) to District.  
No action taken. President Kain Dodd will gather additional information and report back to the board at the next meeting.
- 11) Establish a mailing address for the District and other related contact information.  
A motion was made by Commissioner Knapek and seconded by Commissioner Hanel to select Post Office Box 1667 at the Rockdale Post Office as the official mailing address for the district.
- 12) Set the fiscal year for the District's operations.  
No action taken. President Kain Dodd will gather additional information and report back to the board at the next meeting.
- 13) Location of possible office, meeting, and storage places for the District.  
President Kain Dodd will be requesting an office space at the Milano Civic Center from the City of Milano. President Dodd will report back to the board on March 19th.
- 14) Review and take action on records retention policy for the District.  
a. Adopt Texas State Library and Archives Commission, Local Schedule GR, Retention Schedule for Records Common to All Local Governments, Fifth Edition, Effective April 17, 2016 - 13 TAC §7.125(a)(1)  
b. Adopt Texas State Library and Archives Commission, Local Schedule TX - for Records of Property Taxation, Third Edition, Effective April 3, 201 - 13 TAC §7.125(a)(9)  
A motion was made by Commissioner Hanel and seconded by President Kain Dodd to adopt agenda item 14.a. and 14.b. as the official records retention policies for the district. All were for, none were opposed, the motion passed.



- 15) File annual report with the Texas Division of Emergency Management per Section 775.083.  
No action taken. President Kain Dodd will gather additional information and report back to the board at the next meeting.
- 16) Publish notice of street address of the district's administrative office in newspaper of general circulation per Section 775.036.  
No action taken. The board will post a public notice of the office space address once the office is obtained.
- 17) Adopt newspaper for official notices as may be required by law.  
A motion was made by Commissioner Hanel and seconded by President Dodd to adopt The Rockdale Reporter and the Cameron Herold as the official newspapers for the district. All were for. none were opposed, the motion passed.
- 18) Selecting depository bank for District accounts and action related to signatory authority for same.  
Treasurer Mikel Reed will meet with Classic Bank in Cameron, TX and report back to the board at the next meeting. No action taken.
- 19) Repeal of Goods-in-Transit Exemption.  
No action taken. President Kain Dodd will gather additional information and report back to the board at the next meeting.
- 20) Discuss creation of a website that meets SB2 and HB305 requirements.  
Commissioner Hanel will retrieve quotes from ESD website builders and report back to the board at the next meeting. No action taken.
- 21) Discuss creation of a Milam County ESD #1 logo/patch.  
President Kain Dodd will start drafting a logo/patch for the district and return for review/approval at a later date.
- 22) Join Texas State Association of Fire and Emergency Districts (SAFE-D).  
President Kain Dodd will complete the application and submit it to SAFE-D.
- 23) Report on status of Treasurers fiduciary bond to be set by the County Judge and filed with the Milam County Clerk.  
Treasurer Mikel Reed will follow up with Milam County on this request and report back to the board at the next meeting.
- 24) Report on status of Open Meetings/Public Information Act training for Commissioners, and possible action on the same.  
The following board members have completed and received their certificates; Kain Dodd, Mikel Reed, Rebecca Gerren, and Stephen Hanel. Kimberly Knapek completed the classes at the SAFE-D conference and is waiting for her certificates.

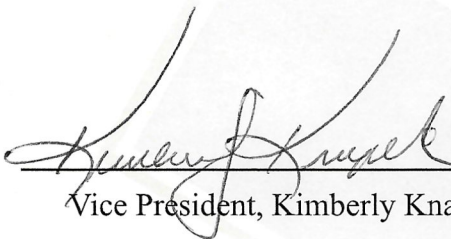
25) Report on status of ESD Commissioner training certificates from the 2024 Texas State Association of Fire and Emergency Districts (SAFE-D) Conference.  
Commissioner Stephen Hanel has completed his certificate request to the V.G. Young Institute of County Government for C.E. credit.


26) Adjourn.

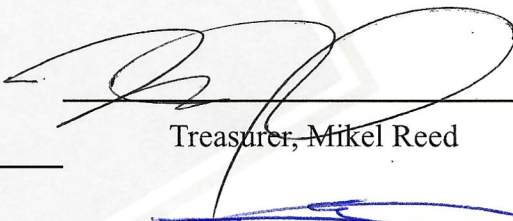
The above and foregoing Minutes for Tuesday, March 5th, 2024 have been examined and approved in an Open Meeting on this 19th day of March 2024.

**Statement of Approval**


**Date:** 3/19/24

  
\_\_\_\_\_  
Vice President, Kimberly Knapek

  
\_\_\_\_\_  
President, Kain Dodd

  
\_\_\_\_\_  
Treasurer, Mikel Reed

\_\_\_\_\_  
Secretary, Rebecca Gerren

  
\_\_\_\_\_  
Assistant Treasurer, Stephen Hanel

Supporting documents may be obtained by Public Information Request.