

**Henderson County Emergency Services  
District 12  
Called Regular Meeting for December 5 (6:00 PM)**

**1. CALL TO ORDER AND ESTABLISH QUORUM:**

President David Monk called the meeting to order at 6:00 PM.

A quorum was present with Commissioners Monk, Bertholf, Bersano, Seale and Bristow present. Commissioners absent: None

**2. RECOGNITION AND WELCOME OF CITIZENS**

Citizens present: Chief York and Asst Chief Johnston; Visitor Ken Campbell

**3. READING OF MINUTES FOR November 20, 2024**

MOTION: Commissioner Seale moved to adopt the minutes for November 20, 2024, second by Commissioner Bertholf; Motion passed

**4. TREASURER'S REPORT:** There was no treasurer report.

**5. PRESIDENTS REPORT:** President Monk stated the purpose of this meeting was to introduce Ken Campbell, the district's attorney, and to allow him to review issues relating to newly formed and existing ESDs. Mr. Campbell reviewed his stipend: \$250 per hour; Associate \$200 per hour.

**6.** Mr. Campbell had reviewed the district's progress and stated that District 12, as a newly formed ESD, was right on target. He agreed with plans to establish a local bank account with precaution: it needs to meet certain ESD taxing/governmental requirements and investment potentials. He reminded the board of requirements for source bidding (3 bids) and some of the downsides of wants/needs of VFD's. Ownership of property was explained (VFD vs ESD), goods in transit and standards for auditing accounts. Mr. Johnston, city financial director for the city of Chandler, and Mr. Monk addressed some of the financial questions.

Commissioner Seale asked for a more detailed description of "goods in transit".

President Monk stated that more information about insurance and bonding will be presented at the December 18, 2023, meeting.

Commissioner Bertholf asked for a recommendation for a website (Touch Stone out of Houston) and suggested a laptop designated for ESD records only. Mr. Campbell recommended hard copies be stored in a fireproof cabinet at the VFD. Mr. Monk suggested possibly enlisting a bookkeeper for finances and purchasing a laptop for the treasurer.

Mr. Campbell reminded members that they have one year from Jan 1 to complete training either on-line or at SAFE-D annual conference February 23 and 24 in Irving.

**7. ACTION:** Commissioner Bersano moved to adjourn and Commissioner Bertholf made the second. The meeting adjourned at 7:45.