

EMERGENCY SERVICE DISTRICT 12

HENDERSON COUNTY

Minutes – February 17, 2025

The meeting was called to order at 6:30 PM by President Cody Seale. Commissioners present were Kari Bersano, Nancy Bertholf, Terrence Lyon and Mark Hammack. Fire department officers present were Chief Robert York and Wes Johnston. Guests were Rick Ford, Brandon Smith, Brian Bersano and Tyler Jordan.

The meeting was called to order. A quorum was present. President Seale welcomed guests. There were no public comments

Commissioner Lyon moved to accept the January minutes without corrections. Commissioner Hammack seconded and the motion passed.

The treasurer's report was prepared by ESD 12's bookkeeper, Mallory Hicks. It was moved to accept the report by Commissioner Bertholf and seconded by Terence Lyon. Motion carried.

President Seale called for a motion to nominate a new treasurer and signees on the account. He also said Danny Bristow is to be removed from the signature card. Commissioner Bersano was nominated by Commissioner Bertholf to be the next treasurer with Bersano and Cody Seale authorized to sign checks. Commissioner Lyon seconded the motion. Motion carried.

After consideration and an update on the loan process, Kari Bersano moved to authorize the execution and delivery of the note with Ubank, subject to final approval by the president and district attorney. Commissioner Bertholf seconded the motion and it carried.

The final approval of the policy was tabled.

Commissioner Bertholf requested secretarial supplies and a file cabinet to be used by both the secretary and treasurer. The cabinet will be stored in the Fire Department. Commissioner Bersano moved to authorize the purchase up to \$500 and Commissioner Hammack seconded. The motion carried. Commissioner Bertholf will file for a tax exemption certificate.

In consideration of appointing Mary Bontfonte of Acker & Company, Commissioner Bersano agreed to contact both Acker and Company and Mallory to ascertain the next steps in conducting an audit.

Commissioner Bersano made members aware of the calendar for 2025 deadlines. She will add items as needed and present it to members.

Commissioner Bertholf moved to consider employing Group M7 to design and host the ESD's website. The total cost for the first year: \$900 for content writing, \$2700 for design. The first year's hosting fee will be \$420. Commissioner Bersano moved to accept Group M7 to design and host the website. Commissioner Hammack seconded the motion. The motion passed unanimously.

All five commissioners and the Fire Chief attended the Safe-D convention in Austin. Everyone agreed that they benefited from the information presented. It was noted that the new Chandler

firetruck was on display. Commissioner Bertholf announced that all five commissioners had completed the required training.

Chief York presented the call report which included two house fires, three grassfires and several collisions. He also expressed appreciation for being able to attend Safe-D.

The meeting was adjourned at 7:10 pm.

Respectfully submitted

Nancy Bertholf

2/28/2025 Addendum: Remove Danny Bristow from signature card.