

**SOUTHWEST LEON COUNTY ESD #2  
BOARD OF COMMISSIONERS MEETING  
MINUTES:**

**January 25, 2024**

1. Hank Dembosky called the meeting to order at 6:00 PM.
2. Hank Dembosky led the Board in prayer.
3. Hank Dembosky led the Board in the pledges of allegiance.
4. Guests (11) in attendance are noted on the attached Sign-In Sheet.
5. Commissioners in attendance: President, Hank Dembosky; Vice President, Skip Smith; Treasurer, Tiffani McKinney; Assistant Treasurer, Janey Shannon and Secretary, Claren Kotrla.
6. Swearing in/Oath of office for returning Commissioner Hank Dembosky and new commissioners Colleen Majoue and Judy Bryant were conducted by Leon County Judge Byron Ryder.
7. Signing Statements Elected/Appointment Officers for the above Commissioners was conducted.
8. Signing statements forms to Public Information Act for above Commissioners was conducted.
9. Election of Leon County ESD 2 Commissioners for 2024 was held with the following results. PRESIDENT-Hank Dembosky, nominated by Claren Kotrla with second by Colleen Majoue and a unanimous vote. VICE President-Skip Smith, nominated by Claren Kotrla with a second by Colleen Majoue and a unanimous vote. TREASURER-Colleen Majoue, nominated by Skip Smith and second by Judy Bryant and a unanimous vote. SECARTY Judy Bryant, nominated by Claren Kotrla and second by Skip Smith and a unanimous vote. ASSISTANT TREASURER- Claren Kotrla, nominated by acclimation from Hank Dembosky with unanimous vote.
10. Appropriate items were transferred to the newly elected Commissioners, and they were seated.
11. Bank signature and background check forms were completed by incoming commissioners.
12. The 2022-2023 Audit report was presented by phone with Natalie Ridley of Breedlove & Company. The report was very positive, with Ms. Ridley stating that the ESD was managing its budget in a responsible and professional manner.
13.
  - a. Tiffany McKinney reported there were five checks written this month. Check 1485 for \$1,815.00 to the Leon County Appraisal District for the first quarter payment. Check 1486 for \$44.00 to the Leon County Clerk Office for meeting

announcement fees. Check 1487 for \$4.00 to Amy Kizer for personal reimbursement involving a county fee. Check 1488 for \$6.00 to Hank Dembosky for personal reimbursement. Check 1489 for \$412.50 to Carlton Law firm for legal fees. All checks were approved unanimously after a motion by Claren Kotrla and second by Skip Smith. Authorization to pay the Post Office Box fee was passed unanimously after a motion by Skip Smith and second by Hank Dembosky.

**b.** The monthly financial reports were given by outgoing Commissioner Tiffany McKinney. They are attached. Sales Tax revenue for January was \$4,332.85. The Financials were approved unanimously after a motion by Claren Kotrla and second by Skip Smith

**c.** The Quarterly Investment report, presented by Tiffany McKinney, is attached. It was approved unanimously after a motion by Claren Kotrla and second by Skip Smith.

- 14.** The HTLVFW/EMS Financial and Activity Reports (attached) were presented by Jim Hawthorne, Sherri Guerra and Dennis Smith. The HTLVFDEMS monthly performance measures reported are noted in the activity report. The reports were unanimously approved with a motion by Claren Kotrla and second by Hank Dembosky.

- EMS Calls 22
- Avg. Response Time: 7 min. 00sec.
- Avg. Out-of-Chute Time: 00:01:43 min.
- Fire Training Hours: 15 hours
- Volunteer Response Hours: 27 hours

**a.** The need for a new ambulance was discussed, including funding capabilities and Jim Hawthorne's discussion with a local bank. (see attached). Hank Dembosky proposed that the VFD/EMS move forward with the acquisition of the type of ambulance that they need to have, using donated funds that have been dedicated for the ambulance for the down payment, and that the amount to pay for the bank loan would then come from monthly sales tax revenue, thus allowing the VFD/EMS to retain current funding streams for ongoing operations. The commissioners all agreed. The ambulance acquisition is on the upcoming VFD/EMS annual meeting's agenda.

- 15. a.** The Solar project is still on schedule to start construction during the third quarter of 2024.

**b.** CERT training session is planned for February and pipeline training is scheduled in Crockett Texas on January 31.

- 16.** A handout was provided, and extensive discussion continued regarding the purchase of an ambulance. A motion to move forward with the support the

acquisition by using Sales Tax Revenue to make the monthly payments (5- or 7-year note, about \$300k cost, around \$4k monthly payment) for the ambulance purchase was made by Hank Dembosky and was passed unanimously.

17. In conjunction with item 12, the 2022-2023 Audit was discussed. Skip Smith made a motion seconded by Claren Kotrla for Hank Dembosky and Collene Majoue. The motion Passed unanimously.
18. The attached Annual Report for Leon County was approved by a unanimous vote with a motion by Skip Smith and second by Colleen Majoue.
19. The required posting of the ESD physical address was posted in the 1/31/24 Normangee Star by Hank Dembosky. Authorization to pay any fee for the posting was unanimously approved with a motion by Judy Bryant and second by Skip Smith.
20. The December minutes were unanimously approved with a motion by Skip Smith and second by Colleen Majoue.
21. The upcoming Safe-D conference and CERT activities were discussed. Also, a goal for this year is to meet with our legislators and elected officials to make them aware of our needs.
22. There were no comments during the Open Forum
23. Sherrie Guerra Stated the Annual Fire Board meeting is Saturday at 10:00 AM.
24. The next meeting will be held February 20, 2024, at 6:00 PM at the Fire House.
25. The motion to adjourn was made at 8:40 by Claren Kotrla and second by Skip Smith. Motion passed unanimously.

Respectfully Submitted,

Judy Bryant and Claren Kotrla