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Hardin County Emergency Services District 7

Minutes Meeting on September 15, 2025

Meeting called to order at 6:30 PM

1. Establish a quorum was present. Mr. Davis gave the invocation and led the Pledge of Allegiance.
2. A quorum was present: Present was Elena Kelley, Denise Marcontell and Curtis Davis, Daneen Oswalt and Tommy Shelton. Curtis Davis called the meeting to order at 6:30 P.M.
3. Public Comment – limited to 3 minutes; no formal action, discussion, deliberation, or comment will be made by any of the board members.
 - a. No public comment
4. Approval of meeting minutes for August 19, 2025 regular meeting and August 28, 2025 special meeting.
 - a. Mr. Shelton motioned to approve Minutes list above. Seconded by Mrs. Kelley. Motion carried. All voting for the motion.
5. Treasurer report update by Mrs. Marcontell:
 - a. Treasurer's Report-Previous Bank Balance \$29035.61. July debits - \$3336.35 Deposits \$544.06 Bank Balance \$26,243.32.
 - b. Mrs. Oswalt made a motion to approve treasurer report. Seconded by Mr. Shelton Motion carried. All voting for the motion.
6. Action taken to amend current budget (2024-2025) for unforeseen items
 - a. Mr. Shelton made a motion to move funds as presented by Treasurer. Seconded by Mrs. Oswalt. Motion carried. All voting for the motion

7. Action taken to move money from reserve to a Money Market Account.

a. Mrs. Oswalt made a motion to approve moving money. Seconded by Mrs. Marcontell. Motion carried. All voting for the motion

8. Mrs. Oswalt discussed the legislative change in HB 1522.

9. Discussion and approval of acquiring property for ESD #7 new Fire Station.

a. Mr. Shelton made a motion to move forward purchasing property for the ESD#7. Seconded by Mrs. Kelley. Mrs. Oswalt stepped outside and recused herself from the discussion regarding the acquisition of property and any financial decisions related to the property. Motion carried.

10. Discussion and approval for earnest money and earnest money contract on acquiring property. Earnest money contract has been drawn up and will give to Justin Hughes to sign.

a. Mrs. Marcontell made the motion. Seconded by Mrs. Kelley. Motion carried. Mrs. Oswalt was not present for discussion or vote.

11. Discussion and approval for conducting/completing the property survey. Mr. Davis spoke to B-Line survey and they will be doing the survey.

a. Mrs. Kelly made the motion to move forward with survey. Seconded by Mr. Shelton. Motion carried. Mrs. Oswalt was not present for discussion or vote.

12. Discussion and approval for acquiring/leasing of property for ESD #7. Mr. Davis & Mr. Shelton will seek legal counsel to help with expenses for the lease.

a. Mrs. Oswalt was not present for discussion or vote

13. Discussion and approval for ESD 7 Volunteer Fire Department organizational requirements. Establish rules and following regulations.

a. New Fire Department for Hardin County ESD #7 FDID # HZ309

b. Mrs. Oswalt made a motion to approve organizational requirements. Mrs. Marcontell 2nd. Mr. Shelton abstained from the vote. Motion carried

14. Discussion and approve generator service contract

a. Tabled

15. Discussion and approve repair of propane tank

a. Tabled

16. Discussion and approve the adoption of the National Incident Management System (NIMS)

a. Mrs. Oswalt motioned to approve the adoption of NIMS. Mrs. Kelley 2nd. Mr. Shelton abstained from the vote. Motion carried.

17. Discussion and approved getting signatures on signature card for Money Market account

18. Discussion and approved making amendment on current budget

19. Update and possible taking action regarding Insurance requirements for Hardin County Emergency Services District 7

a. Mrs. Oswalt motioned to approve insurance requirements and premiums quote. Mr. Shelton 2nd. Motion carried. All voting for the motion

20. Update from Mr. Davis on insurance quote on Truck and Generator line item 7610 and 7630 in budget

a. Mrs. Oswalt motioned to approve insurance requirements and premiums quote. Mr. Shelton 2nd. Motion carried. All voting for the motion.

21. Update and possible taking action regarding the Strategy and Goals mission / Vision for 2025 and Beyond

a. Tabled

22. Update and possible take action from Mr. Davis on Mutual aid/Statewide 411 contract discussions with HC ESD 1 / VFD Kountze, HC ESD 3 / Saratoga VFD, HC ESD 4 Batson VFD, Segno VFD, and North Liberty County VFD

a. Mr. Davis motioned to allow interim Chief to work toward Direct and Automatic Aid contracts signed. Mrs. Oswalt 2nd. Mr. Shelton abstained from the vote. Motion carried.

23. Discussion and possible take action on establishing policies

a. Tabled

24. Discussion and possible take action on Automatic / Direct Aid with the Saratoga Volunteer Fire Department and Segno Volunteer Fire Department

a. Mr. Davis motioned to allow interim Chief to work toward Direct and Automatic Aid contracts signed. Mrs. Oswalt 2nd. Mr. Shelton abstained from the vote. Motion carried.

25. Discussion on any other non-agenda item without taking action, from any commissioner or announcements which may be of interest to the public.

a. Mr. Davis announced that all the transfer papers on the Fire Truck donated by Silsbee Department has been signed and the truck is ready to be picked up

26. Next Meeting Agenda Items:

- Generator service contract
- Repair propane tank
- Strategies and Goals

27. Discussion on Adjourning

a. Mr. Shelton made a motion to adjourn the meeting at 7:55 pm. Seconded by Mrs. Marcontell Motion carried. All voting for the motion.

Respectfully Submitted September 16, 2025

Daneen Oswalt, Secretary

Elena Kelley, Assistant Treasurer