

San Jacinto County Emergency Services District No 2
81 Waterwood
Huntsville TX 77320
MINUTES OF EMERGENCY SERVICES DISTRICT 2
MEETING APRIL 7, 2026 at 5:00 P.M.

Call to order – At 5:00 PM, Commissioner Marie "Ree-C" Murphey called the meeting to order.

Commissioners present: Lisa Hayman, Mickey Culpepper, and Marie "Ree-C" Murphey were present. Commissioners Patrick Marshall and Alex Chrestopoulos were absent.

Others District consultants in attendance: Brooke Mounce, the District's Administrative Assistant; and Regina D. Adams, attorney, and Carla Christensen, paralegal, of Radcliffe Adams Barner PLLC ("RAB" or the "District's Attorney")

Pledge of Allegiance, Texas Pledge and Opening Prayer:

The pledge of allegiance and Texas pledge were recited, and opening prayer was given by Commissioner Hayman and guests were welcomed.

Public Comments:

Waterwood Fire & Rescue Chief Ed Kyle expressed concerns regarding post-executive session notice and requested that only pre-authorized personnel enter the Fire Department.

Pat Zappa asked questions regarding per diem costs and the District's related policies.

Minutes Prior Meeting –

A motion was made by Commissioner Hayman, seconded by Commissioner Culpepper to approve the minutes for March 23, 2026. Motion carried.

Review, discuss & take action regarding the treasurer's report and pay bills.

A motion was made by Commissioner Hayman, seconded by Commissioner Murphey to make the following payments:

Brooke Mounce- \$800.00

Allegiance Ambulance- \$8,021.08

SHECO- \$205.30

Waterwood MUD 1- \$76.00

Waterwood Improvement Association Lease- \$2,000.00

Radcliffe Adams Barner PLLC- \$3,683.25

ESO Soutions- \$1,910.75

Waterwood Fire & Rescue- Reimbursement request- \$1,703.47

Motion carried.

Review, discuss & take action regarding contract between SJC ESD 2 and Waterwood Fire & Rescue.

A motion was made by Commissioner Murphey, seconded by Commissioner Hayman to table any action regarding the agreement between SJC ESD 2 and Waterwood Fire & Rescue. Motion carried.

Review, discuss & take action regarding purchase of new apparatus.

No action taken.

Review, discuss & take action regarding purchase of shirts for SJC ESD 2 personnel.

A motion was made by Commissioner Murphey, seconded by Commissioner Hayman to table the item until additional proposals were received, Motion carried.

Review, discuss & take action regarding authorizing Publication of Notice of Administrative Office, Texas Department of Emergency Management Report and Special Purpose District Public Information Database Report.

A motion was made by Commissioner Hayman, seconded by Commissioner Culpepper to approve the Publication of Notice of Administrative Office Location. Motion carried.

A motion was made by Commissioner Hayman, seconded by Commissioner Culpepper to authorize RAB's filing of the Texas Department of Emergency Management Report via the SAFE-D website. Motion carried.

A motion was made by Commissioner Hayman, seconded by Commissioner Culpepper to authorize RAB to file the Special Purpose District Public Information Database Report. Motion carried.

Review, discuss & take action regarding adopting Order Establishing Records Management Program and Designating a Records Management Officer (the "Records Management Program").

A motion was made by Commissioner Hayman, seconded by Commissioner Culpepper to adopt The Records Management Program Order and designate the District's Administrative Assistant, Ms. Mounce, as the Records Management Officer. Motion carried.

Review, discuss, and take action regarding designating Public Information Officer ("PIC").

A motion was made by Commissioner Hayman, seconded by Commissioner Culpepper to retain RAB as the District's PIC. Motion carried.

Review, discuss, and take action regarding Resolution Adopting Fees of Office and District Reimbursement Policy (the "Reimbursement Policy") (per diems, expenses).

A discussion ensued regarding whether the Commissioners would accept Fees of Office and which expenses would be reimbursable. A motion was made by Commissioner Hayman, seconded by Commissioner Murphey to adopt the Reimbursement Resolution, as discussed. Motion carried.

Review, discuss, and take action regarding Resolution Establishing 2026 Tax Exemptions (the "Tax Exemption Resolution").

A motion was made by Commissioner Hayman, seconded by Commissioner Murphey to adopt the Tax Exemption Resolution reflecting no general homestead exemption and no homestead exemptions for property owners who were disabled or 65 years of age or older. Motion carried.

Attorney's Report, including review of various required Commissioner trainings and status of other organizational matters.

Ms. Adams presented to and reviewed with the Commissioners and Ms. Mounce a memorandum regarding new cybersecurity and AI awareness training requirements for local government employees and elected/appointed officials. Ms. Adams noted that, based on the criteria for such training, the Commissioners would not be required to take such training at this time.

Executive Session: The Board entered executive session at approximately 6:12 PM for consultation with the District's attorney regarding legal questions in connection with the Waterwood Fire & Rescue Contract. Executive Session was closed at approximately 6:50 PM.

Commissioner Hayman made a motion to adjourn the meeting. Motion seconded by Commissioner Murphey. Meeting adjourned at approximately 6:51 PM.

Next meeting will be Tuesday, May 5, 2026 @ 5:00 PM.

Prepared by:
Brooke Mounce
SJC ESD 2 Administrator

