

**MEETING MINUTES**  
**DENTON COUNTY EMERGENCY SERVICES DISTRICT NO. 1**

**Wednesday, January 18, 2023 at 5:30 p.m.**

The District will consider and act upon the following matters:

1. Board President Sheldon Gilbert called the meeting to order at 5:31pm.  
Roll call by Megan Reynolds – all present.
2. Invocation by Ricky Vaughan.
3. Pledge of Allegiance: U.S. and Texas Flags by Kevin Mercer.
4. No public comment received.
5. Sheldon Gilbert provided President’s report and update.
6. Keith Mashburn provided Vice President’s report, including monthly call reports from:
  - a. Denton County ESD No. 1, provided by Chief Ricky Vaughan.
  - b. Roanoke FD, provided by Chief Scott Eager.
  - c. Justin Community Volunteer FD, provided by Chief Scott Funderburg.
7. Jim Carter provided Secretary’s report, including approval of the following items:
  - a. Cliff Travis moved to approve the 12-21-22 Meeting Minutes; 2<sup>nd</sup> by Jim Carter. Sheldon Gilbert, Keith Mashburn, and Rick Merrill abstained.  
Vote: Passed with two votes for and none against.
  - b. Cliff Travis moved to approve the 12-28-22 Meeting Minutes; 2<sup>nd</sup> by Jim Carter. Sheldon Gilbert, Keith Mashburn, and Rick Merrill abstained.  
Vote: Passed with two votes for and none against.
  - c. Cliff Travis moved to approve the 1-4-23 Meeting Minutes; 2<sup>nd</sup> by Rick Merrill.  
Vote: Unanimous
  - d. Rick Merrill moved to approve the 1-11-23 Meeting Minutes; 2<sup>nd</sup> by Keith Mashburn.  
Vote: Unanimous
8. Rick Merrill provided the Treasurer’s report including a discussion on a new cash flow and financial reporting format. No vote required.
9. Sheldon Gilbert provided an update from the Argyle Volunteer Fire District (AVFD) on operations and transition to Denton County ESD No. 1.
10. Ricky Vaughan provided Fire Chief’s report.
11. Megan Reynolds provided community outreach and communications report.
12. Ricky Vaughan reviewed the AVFD and Denton County ESD No.1 transition operational plan and associated progress.
13. To review, discuss, and take action to authorize the President to sign an engagement letter from BDO to conduct the forensic audits for Denton County ESD No. 1 and for Argyle Volunteer Fire District – no action taken.

14. President Sheldon Gilbert convened the board into Closed Session at 6:41pm pursuant to Government Code §551.071 to consult with legal counsel and §551.074 to discuss District personnel matters.

15. President Sheldon Gilbert reconvened into open session at 7:45pm.

Rick Merrill moved to authorize the law firm of Coveler & Peeler to engage BDO to conduct a forensic audit not to exceed \$50,000 for Phase 1 with possible phases to follow; 2<sup>nd</sup> by Cliff Travis.

Vote: Unanimous

Rick Merrill moved to authorize ESD President to secure contract with CPA to determine retirement and 7k of all current employees; 2<sup>nd</sup> by Keith Mashburn.

Vote: Unanimous

16. President Gilbert provided updated ESD Meetings dates: 3<sup>rd</sup> Tuesday of the month at 5:30pm.

17. Discussion of updates from the Gant chart by Chief Vaughan was requested to be on the agenda for subsequent District meetings.

18. Cliff Travis moved to adjourn the meeting at 7:51pm; 2<sup>nd</sup> by Keith Mashburn.

Vote: Unanimous

**PASSED AND APPROVED BY THE BOARD OF COMMISSIONERS ON THIS 21<sup>ST</sup> DAY OF FEBRUARY 2023.**

**DENTON COUNTY ESD NO. 1**

  
Sheldon Gilbert, Board President

Attest:

  
Jim Carter, Board Secretary