

**PARKER COUNTY EMERGENCY SERVICES DISTRICT NO. 3**  
**MINUTES OF REGULAR MEETING OF BOARD OF COMMISSIONERS**

Meeting held October 21, 2025  
2110 Fort Worth Hwy.  
Weatherford, TX 76086

**Call to Order and Roll Call**

- a. Meeting called to order by Commissioner Ed Huddleston at 9:00 a.m.
- b. A quorum was present. Commissioners Ed Huddleston, Jerry Brooks, Betty Reinert, Bret Privitt and Jerry Stockon were present. Also present at the meeting were District Administrator Donna Lambert and Weatherford Fire Chief Jonathan Peacock.

**Public Comments and Announcements**

- a. None

**Incident Report**

- a. Chief Peacock presented the September 2025 Incident Report.
- b. No action taken.

**Minutes**

- a. Motion made by Commissioner Brooks and seconded by Commissioner Reinert to approve the minutes of the September 4, 2025, Special Meeting. Motion passed unanimously.
- b. Motion made by Commissioner Reinert and seconded by Commissioner Brooks to approve the minutes of the September 16, 2025, Regular Meeting. Motion passed unanimously.

**Financial Reports**

- a. The monthly bills, payroll, financial reports, and expenses for \$2,000.00 and above for September 2025 were reviewed and discussed.
- b. Motion made by Commissioner Reinert and seconded by Commissioner Stockon to approve the bills, payroll, financial reports, and expenses for \$2,000.00 and above for September 2025. Motion passed unanimously.

**Chamber of Commerce**

- a. The invoice for membership was reviewed and discussed.
- b. Motion made by Commissioner Huddleston and seconded by Commissioner Reinert to approve payment of the membership invoice. Motion passed unanimously.

**Station Construction**

- a. Division Chief and Emergency Management Coordinator Michael Baldwin and IT Assistant Director Kevin Tucker of the City of Weatherford presented IT requirements and recommendations to the Board regarding the new station. Requirements and recommendations included wired connections needed, low voltage requirements, access control, an intercom system for front door, and Fire Alerting system.
- b. Emergency warning lights were discussed.
- c. The Change Orders presented by Novel Builders, LLC were discussed.
- d. Motion made by Commissioner Privitt and seconded by Commissioner Reinert to approve Change Orders 02 and 04 as presented. Motion passed unanimously.
- e. Construction Draw 01 request from Novel Builders LLC was reviewed.
- f. Motion made by Commissioner Huddleston and seconded by Commissioner Stockon to approve Draw 01 from Novel Builders LLC. Motion passed unanimously.
- g. The board discussed the necessity for a retaining wall on the north side of the station and the recently disclosed right-of-way pipeline easement.
- h. No action taken regarding the retaining wall and easement.

**Dispatch Services**

- a. The board discussed the invoice for County Dispatch Services. Commissioner Brooks stated that the district is paying for dispatch services through the Joint Operating Agreement with the City of Weatherford.

- b. Motion made by Commissioner Huddleston and seconded by Commissioner Stockon to approve payment of the County Dispatch invoice but want to have a discussion with Parker County ESD#1 before budgeting for the next fiscal year. Motion passed unanimously.

#### **Employee Salary Review**

Commissioner Huddleston called for a Closed Session – 10:08 a.m.

Commissioner Huddleston called for Open Session – 10:18 a.m.

- a. Motion made by Commissioner Huddleston and seconded by Commissioner Stockon to approve a pay increase for the District Administrator of \$1,000.00 a month and an additional \$100 a month for Insurance Stipend. Motion passed unanimously.

#### **Purchase Approval Requests**

- a. No requests were made.
- b. No action taken.

#### **District Insurance**

- a. The board discussed the recent issue of auto insurance coverage.
- b. No action taken.

#### **2026 SAFE-D Conference**

- a. The board discussed attendance at the upcoming conference. All plan on attending except for Commissioner Privitt.
- b. No action taken.

#### **Audit Services**

- a. The board discussed the audit for the 2024-2025 fiscal year.
- b. Motion made by Commissioner Huddleston and seconded by Commissioner Reinert to engage the firm of McCall Gibson Swedlund Barfoot Ellis PLLC. Motion passed unanimously.

#### **County Fire Marshal**

- a. Commissioner Stockon updated the board on the status of the County Fire Marshal.
- b. No action taken.

#### **Attorney for District**

- a. The board discussed legal services for the district.
- b. No action taken.

#### **Interlocal Agreement**

- a. The board discussed the service contract.
- b. No action taken.

#### **District Apparatus**

- a. No action taken.

#### **Agenda, Time, and Date for the Next Meeting**

- a. A Regular Meeting and Public Hearing was scheduled for November 13, 2025, at 9:00 a.m. at 2110 Fort Worth Highway, Weatherford, TX 76086.

#### **Adjourn**

- a. Motion made by Commissioner Huddleston and seconded by Commissioner Reinert to adjourn the meeting. Commissioner Huddleston adjourned the meeting at 10:50 a.m. Motion passed unanimously.

The Parker County Emergency Services District 3 Board of Commissioners approved the above minutes at its regular meeting held on November 13, 2025.

**PARKER COUNTY EMERGENCY SERVICES DISTRICT NO. 3**  
**MINUTES OF SPECIAL MEETING OF BOARD OF COMMISSIONERS**

Meeting held October 30, 2025  
2110 Fort Worth Hwy.  
Weatherford, TX 76086

**Call to Order and Roll Call**

- a. Meeting called to order by Commissioner Ed Huddleston at 9:00 a.m.
- b. A quorum was present. Commissioners Ed Huddleston, Betty Reinert, and Jerry Stockon were present. Absent were Commissioner Jerry Brooks and Bret Privitt

**Public Comments and Announcements**

- a. None

**Real Property/Station**

- a. The board discussed the right-of-way/easement that was discovered during the beginning stage of construction and reviewed the Encroachment Agreement provided by Arch Energy.
- b. Motion made by Commissioner Huddleston and seconded by Commissioner Stockon to approve the Encroachment Agreement subject to further research on the existing size and location of the right-of-way. Motion passed unanimously.
- c. The most recent Change Orders from Novel Builders LLC were reviewed and discussed.
- d. Motion made by Commissioner Huddleston and seconded by Commissioner Stockon to approve Change Orders 03Alt2, 05, 06, and 07 as presented. Motion passed unanimously.
- e. Draw request 02 from Novel Builders LLC was reviewed.
- f. Motion made by Commissioner Stockon and seconded by Commissioner Huddleston to approve Draw 02 from Novel Builders LLC. Motion passed unanimously.

**District Insurance**

- a. The board discussed the issue relating to the Auto Insurance Policy that has arisen.
- b. Motion made by Commissioner Huddleston and seconded by Commissioner Reinert to renew the Auto and Commercial Liability Insurance policies with Wallace Insurance. Motion passed unanimously.

**Agenda, Time, and Date for the Next Meeting**

- a. A Regular Meeting for November 13, 2025, at 9:00 a.m. at 2110 Fort Worth Highway, Weatherford, TX 76086.

**Adjourn**

- a. Motion made by Commissioner Huddleston and seconded by Commissioner Reinert to adjourn the meeting. Commissioner Huddleston adjourned the meeting at 9:43 a.m. Motion passed unanimously.

The Parker County Emergency Services District 3 Board of Commissioners approved the above minutes at its regular meeting held on November 13, 2025.