



**CITY OF MELISSA FIRE CONTROL,  
PREVENTION, AND EMERGENCY  
MEDICAL SERVICES DISTRICT BOARD  
REGULAR MEETING AGENDA**

Tuesday, September 23, 2025      City of Melissa City Hall  
Regular Meeting - 6:30 p.m. or      3411 Barker Avenue  
immediately following the Crime      Melissa, TX 75454  
Control District Meeting

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**REGULAR MEETING AGENDA**

**1. CALL TO ORDER AND ROLL CALL**

**2. PUBLIC COMMENTS - AGENDA ITEMS**

*This item is available for citizens to speak for up to 3 minutes on any item on the current agenda. General public comments can be made at the end of the Council meeting.*

**3. REGULAR AGENDA**

- A. Consider the minutes from the August 26, 2025 Fire Control, Prevention, and Emergency Medical Services District Board Meeting.
- B. Consider a recommendation to City Council to amend the Fire Control, Prevention, and Emergency Medical Services District Fiscal Year 2024-2025 Budget and approve the Revised Budget Figures for Fiscal Year 2024-2025.

**4. ADJOURN**

**Certified**

Certified to this the 17th day of September, 2025.

Posted: September 17, 2025 @ 5:30 p.m.

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Hope Baskin, City Secretary

If during the course of the meeting covered by this notice, the City Council should determine that a closed or executive meeting or session of the City Council or a consultation with the attorney for the City should be held or is required, then such closed or executive meeting or session or consultation with attorney as authorized by the Texas Open Meetings Act, Texas Government Code §551.001 et seq., will be held by the City Council at the date, hour and place given in this notice or as soon after the commencement of the meeting covered by this notice as the City Council may conveniently meet in such closed or executive meeting or session or consult with the attorney for the City concerning any and all subjects and for any and all purposes permitted by the Act, including, but not limited to, the following sanctions and purposes:

Texas Government Code Section:

**551.071 Private consultation with the attorney for the City.**

**551.072 Discussing purchase, exchange, lease or value of real property.**

**551.074 Discussing personnel or to hear complaints against personnel**

**MINUTES**  
**CITY OF MELISSA FIRE CONTROL, PREVENTION,**  
**AND EMERGENCY MEDICAL SERVICES DISTRICT BOARD**  
**REGULAR MEETING**  
**August 26, 2025**  
**6:30 p.m.**

**REGULAR MEETING AGENDA**

**1. CALL TO ORDER AND ROLL CALL**

Board Chair Sean Lehr called the meeting to order at 7:09 p.m.

Board Chair Sean Lehr, Mayor Northcut, Mayor Pro Tem Craig Ackerman, Preston Taylor, Rendell Hendrickson, Dana Conklin, and Joseph Armstrong were present.

**2. PUBLIC COMMENTS - AGENDA ITEMS**

There were no public comments.

**3. REGULAR AGENDA**

A. Consider minutes from the October 22, 2024 meeting.

Action:

Motion was made by Joseph Armstrong and seconded by Dana Conklin to Approve the minutes from the October 22, 2024 meeting.

Vote: 7/0/0

B. Conduct a public hearing and consider recommending the FY26 proposed Fire Control, Prevention, and Emergency Medical Services District budget to the City Council.

The public hearing was opened at 7:10 p.m.

Action:

Motion was made by Preston Taylor and seconded by Dana Conklin to close the public hearing at 7:11 p.m.

Carl Nix, Fire Chief, presented an FY 2025 review of the Fire Control, Prevention, and Emergency Medical Services District as well as a look ahead to FY 2026.

Action:

Motion was made by Dana Conklin and seconded by Preston Taylor to recommend the FY26 proposed Fire Control, Prevention, and Emergency Medical Services District budget to the City Council.

Vote: 7/0/0

4. **ADJOURN**

Council Action:

Motion was made by Dana Conklin and seconded by Rendell Hendrickson to Adjourn the Fire Control, Prevention, and Emergency Medical Services District Board meeting at 7:20 p.m.

Vote: 7/0/0

ATTEST:

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Hope Baskin, City Secretary

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Jay Northcut, Mayor

FIRE CONTROL, PREVENTION & EMERGENCY MEDICAL SVCS			
DISTRICT			
LINE ITEMS	Adopted	Budget	Revised
	FY25	Amendments	FY25
<b>Revenue</b>			
Beginning Balance	\$ 1,000,000		\$ 2,459,242
4160 Sales Tax	\$ 1,150,000		\$ 1,150,000
4330 Interest	\$ 25,000	\$ 120,000	\$ 145,000
<b>REVENUE TOTAL</b>	<b>\$ 2,175,000</b>	<b>\$ 120,000</b>	<b>\$ 3,754,242</b>
5110 Salaries & Wages	\$ 63,700	\$ 73,000	\$ 136,700
5115 Salaries - Overtime	\$ 7,529	\$ 14,000	\$ 21,529
5145 Longevity Pay			\$ -
5190 Contract Labor			\$ -
5150 Social Security Expense	\$ 4,416	\$ 5,000	\$ 9,416
5155 Medicare Expense	\$ 1,033	\$ 1,000	\$ 2,033
5160 Suta Expense	\$ 117		\$ 117
5161 Health Insurance Expense	\$ -	\$ 8,200	\$ 8,200
5162 Dental Insurance Expense	\$ -	\$ 600	\$ 600
5166 Long Term Disability	\$ 98		\$ 98
5170 Tmrs Expense	\$ 12,593	\$ 15,500	\$ 28,093
5191 Annual Drivers License Check			\$ -
5192 Recruiting Expenses			\$ -
5195 Drug Screening			\$ -
5192 Background Check			\$ -
5196 Misc Employee Expense			\$ -
5197 Employee Appreciation-Recognition			\$ -
5198 Employee Special Events			\$ -
5510 Group Health Insurance	\$ 7,443	\$ (7,443)	\$ -
<b>PERSONNEL TOTAL</b>	<b>\$ 96,929</b>	<b>\$ 109,857</b>	<b>\$ 206,786</b>
5280 Office Supplies			\$ -
5310 Dues & Memberships		\$ 1,110	\$ 1,110
5320 Postage And Delivery			\$ -
5321 Shipping And Courier Svc			\$ -
5330 Publications And Subscriptions		\$ 12,000	\$ 12,000
5350 Printing And Reproduction			\$ -
5360 Equipment	\$ 97,407	\$ 91,000	\$ 188,407
5361 Equipment Rental			\$ -
5375 Vehicle Repair & Maintenance		\$ 50,000	\$ 50,000
5390 Professional Services			\$ -
5395 License Fees			\$ -
5410 Legal Fees			\$ -
5430 Telephone			\$ -
5432 Wireless Telephone Exp			\$ -
5436 Computer Expenses		\$ 27,000	\$ 27,000
5438 Computer Hardware/Software		\$ 19,000	\$ 19,000
5439 Business Meals			\$ -
5440 Travel Expenses			\$ -
5441 Mileage Reimbursement			\$ -
5442 Vehicle Leasing	\$ 34,876		\$ 34,876
5450 Uniforms	\$ 2,000		\$ 2,000
5362 Personal Protective Equipment	\$ 1,500		\$ 1,500
5460 Training		\$ 7,700	\$ 7,700
5500 Misc Expense			\$ -
5550 Supplies	\$ -	\$ 54,000	\$ 54,000
5551 Medical Supplies	\$ -	\$ 70,000	\$ 70,000
5950 Transfer Out for Admin Svcs	\$ 24,000		\$ 24,000
<b>OPERATIONS TOTAL</b>	<b>\$ 159,783</b>	<b>\$ 331,810</b>	<b>\$ 491,593</b>
5530 Capital Outlay Vehicle	\$ 219,500	\$ (84,000)	\$ 135,500
5910 Capital Outlay			
<b>CAPITAL TOTAL</b>	<b>\$ 219,500</b>	<b>\$ (84,000)</b>	<b>\$ 135,500</b>
Debt - Fire Station #2	\$ 432,000	\$ (432,000)	\$ -
<b>DEBT TOTAL</b>	<b>\$ 432,000</b>	<b>\$ (432,000)</b>	<b>\$ -</b>
<b>TOTAL</b>	<b>\$ 908,212</b>	<b>\$ (74,333)</b>	<b>\$ 833,879</b>
<b>Ending Balance</b>	<b>\$ 1,266,788</b>	<b>\$ 194,333</b>	<b>\$ 2,920,363</b>