



September 2, 2022

POSTED

A.M. 12:00 P.M.

SEP 02 2022

GWINDA JONES, COUNTY CLERK  
ERATH COUNTY, TEXAS

By  Deputy

## NOTICE OF COMMISSIONER'S COURT MEETING

Notice is hereby given that the Erath county Commissioner's Court will meet in special session on Wednesday September 7th, 2022 at 1:00 p.m. in the 2<sup>nd</sup> floor Commissioner's Courtroom at the Erath County Courthouse, Stephenville, Texas to consider the following agenda items for discussion and possible action:

1. Pledge of Allegiance
2. Public Comments
3. Budget Workshop
4. Discussion and action to approve School Resource Deputy Job Description for Erath County Sheriffs Office. (Jeremy Woodruff)
5. Closed Executive Session in Accordance with the Open Meeting Act, Tex. Govt. Code 551.071 through 551.086, to discuss:
  - a. Personnel
  - b. Legal Matter
  - c. Real Estate
  - d. Reconvene
6. Discuss any new business.
7. Adjourn.



County Judge  
Erath County, Texas



For Public Comments:

*A Public Participation Form must be presented to the County Clerk prior to the time that the agenda item (or items) you wish to address are discussed before the Court. Speakers will be limited to 3 minutes and only 6 speakers will be allowed to speak on any given agenda item. Members of the public are reminded that the Erath County Commissioners Court is a Constitutional Court, with both judicial and legislative powers, created under Article V, Section 1 and Section 18 of the Texas Constitution. As a Constitutional Court, the Erath County Commissioners Court also possesses the power to issue a Contempt of Court Citation under Section 81.024 of the Texas Local Government Code. Accordingly, members of the public in attendance at any Regular, Special and/or Emergency Meeting of the Court shall conduct themselves with proper respect and decorum in speaking to, and/or addressing the Court; in participating in public discussions before the Court; and in all actions in the presence of the Court.*

Erath County Reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed, as authorized by the Texas Government Code, §551.071 (Consultation with Attorney), subsection 551.071(2) (Consultation with Attorney on legal matters that are not related to litigation), §551.072 (Deliberations regarding Real Property), §551.073 (Deliberations about Gifts and Donations), §551.074 (Personnel Matters), §551.076 (Deliberations about Security Personnel or Devices), §551.087 (Economic Development), §551.088 (Deliberation regarding Test Item), and 551.089 (Deliberation regarding Security Devices or Security Audits).

Commissioner's Court  
Special Meeting  
September 7, 2022  
1:00 p.m.  
Courthouse – County Courtroom

Present:

Commissioner Precinct #1 – Dee Stephens - Present

Commissioner Precinct #2 – Albert Ray - Present

Commissioner Precinct #3 – Joe Brown - Present

Commissioner Precinct #4 – Jim Buck - Present

County Judge, Alfonso Campos

County Clerk, Gwinda Jones

Others present in the courtroom: See attached roster

Agenda Item #1 Pledge of Allegiance

Agenda Item #2 Public Comments

Aaron England, Carla Trussell, Paige Hooper, Jerrick Bennett, Jeremy Woodruff, Cody Shawver, Garrett Koonsman, Hunter Petseck

Agenda Item #3 Budget Workshop

Agenda Item #4 Discussion and action to approve School Resource Deputy Job Description for Erath County Sheriffs Office. {Jeremy Woodruff}

Number 2022-271

Motion: To approve School Resource Deputy Job Description (school pays salary and county pays benefits)

Made By: Commissioner Ray

Second By: Commissioner Stephens

Ayes: Stephens X Ray X Brown X Buck X Judge Campos X

Noes: None

Motion Carried

Agenda Item #5

Closed Executive Session in Accordance with the Open Meeting Act, Tex. Govt. Code 551.071 through 551.086, to discuss:

- a. Personnel
- b. Legal Matter
- c. Real Estate
- d. Reconvene

\*Closed Session Not Needed

Agenda Item #6 Discuss any new business.

- September 23<sup>rd</sup> is the cut off date to get PO's for this year
- Contracts for VF Depts

Agenda Item #7 Adjourn.

Motion To Adjourn:

Made By: Commissioner Buck

Second By: Commissioner Ray

All Ayes Meeting Adjourned At 2:13 p.m.

STATE OF TEXAS

COUNTY OF ERATH

The above and foregoing is a true and complete copy of the minutes taken in my capacity as County Clerk of the Commissioners Court of Erath County, Texas, at the time and place heretofore set forth.

DATED at Stephenville, Texas, this 7th day of September, 2022.

ATTESTED BY:

GWINDA JONES, Erath County Clerk

A handwritten signature in cursive script, reading "Gwinda Jones", written over a horizontal line.



**ERATH COUNTY COMMISSIONER'S COURT**

**100 W Washington,  
2<sup>nd</sup> Floor Courtroom, Erath County Courthouse  
Stephenville TX 76401**

**Attendees on Meeting Date:** Sept 7<sup>th</sup>, 2022

Printed Name	Signature	Email	Phone
Jeremy Woodall			
Jerrick Bennett			
Tye Boy			
Steven Flye			
Richard Nichols			
Cady Sawyer			
Kay McLearen			
Angie Sawyer			
Melinda Garcia			
Anas Alday			
Ryan Gibson			
Kent Reeves			
Kim Baker			
Cody Allen			
Cornett Kocasin			


Attendees on Meeting Date: \_\_\_\_\_, 2022 (Page 2)


Paige Hour 

Cora Porter 


Hunter Petric 

Jodi Sharp 

Jennifer Bricker 

James Dunbar 

Care Sackett 

Mary Thomas 

Jennifer Thurman 

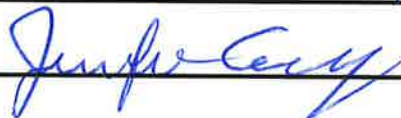
Haron J. England 

Wanda Green

Timothy 

LSusan Massey

Jennifer Carey



Deanna Wickson

MATT CORTES

Janet 

**Job Title:** School Resource Deputy  
**Department:** Sheriff's Office  
**FLSA Status:** Non-Exempt

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**JOB SUMMARY:** Patrol school district property to protect all students, personnel and visitors from physical harm and prevent property loss due to theft or vandalism. Enforces all laws and works independently. The School Resource Deputy reports to the district Superintendent for school related issues and functions and the Lieutenant for law enforcement related issues and functions. The school resource deputies are under the direct supervision of the next higher command level and have no supervisory capacity except by order of a supervisor.

**ESSENTIAL FUNCTIONS:**

- ◆ Uphold the laws of the State of Texas and the United States of America.
- ◆ Patrol the school district campus(s) and routes to prevent crimes, within district jurisdiction.
- ◆ Collect and preserve evidence for criminal investigations including witness statements.
- ◆ Respond to calls from campuses concerning crisis situation, accidents, and reports of crime.
- ◆ Complete all required reports, according to policy and testify in court as needed.
- ◆ Assist in the investigations of crimes and external/internal investigations within district jurisdiction.
- ◆ Work cooperatively with other police agencies to share information and provide assistance.
- ◆ Arrest perpetrators, file charges and ensure placement in jail or juvenile detention centers as necessary.
- ◆ Help provide traffic control at athletic events, school closing or openings or other times as needed.
- ◆ Provide protection to or escort district personnel as needed.
- ◆ Possess an ability to work well with youth and adults.
- ◆ Will attend all school related functions consisting of athletic programs, school board meetings and any other meeting deemed necessary by school representatives.

School Resource deputies must be able to cope with situations that are emotional and stressful. Must be able to respond to calls for aid and information at all hours and must also work unscheduled times without prior notice. Other requirements include duties as assigned within the scope of responsibility and skill required of the job. Must live within an approved distance from the Erath County Sheriff's Office and school district.

**EDUCATION, EXPERIENCE, LICENSE AND CERTIFICATIONS:**

- ◆ High School graduate or equivalent.
- ◆ Possess a valid Texas Driver's License.
- ◆ Licensed peace officer by Texas Commission on Law Enforcement.
- ◆ Bonded as required by Texas Education Code 37.081 (h).
- ◆ 3-year minimum law enforcement experience preferred.
- ◆ Must have 40-hour crisis intervention training prior to applying.
- ◆ Have completed ALERT 1 training prior to applying.
- ◆ Must complete School Base Law Enforcement training, ALERT 2 training, School Base Law Enforcement Active Shooter training, Exterior Response to Active Shooter Events training and Mental Health Peace Officer training within 18 months of taking position.

**SKILLS, KNOWLEDGE AND ABILITIES:**

- ◆ Demonstrate leadership skills and display on the job working knowledge of ordinances, laws, procedures and department policies.
- ◆ Ability to research, coordinate and communicate both orally and written.
- ◆ Must be dependable, detail oriented and confidential with cases.
- ◆ Must be friendly, courteous and helpful to the public.
- ◆ Ability to associate with all County departments in a professional manner.
- ◆ Ability to associate with all state and local law enforcement agencies in a professional manner.

**WORKING CONDITIONS:** Work is performed indoors and outdoors. Employee may risk physical hazard from angry, unstable, violent and highly volatile prisoners, citizens and from weapons. There may be exposure to communicable diseases, illnesses and body fluids. Travel is required for campus patrol and other job-related duties. The School Resource Deputy will be in uniform at all times and will not be assigned a marked patrol unit but will be furnished with an All-Terrain side by side vehicle to use on campus.

**PHYSICAL REQUIREMENTS:** This position requires ability to take physical control of another person as needed and exposure to stressful situations. Generally, this position requires light lifting, usually less than 10 lbs. but can require lifting, carrying, pushing and/or pulling items that are 100 lbs. or more.

**WORKING SCHEDULE:** This position requires the deputy will be assigned to the school district campus for a minimum of 200 work days where they are assigned to the school district jurisdiction only. They will work Monday through Friday with weekends and holidays off during that assignment while school is in session. School session will consist of one week prior to the first day of school and end one week after the last day of school.

During the school session the deputy will remain on the school campus at all times during the school day. If an arrest is made the School Resource Deputy will make arrangements for an on-duty patrol deputy to conduct the transport to jail or juvenile detention facility so the school campus remains protected.

For the remainder for the year that school is not in session, the deputy will be assigned to the patrol division of the Erath County Sheriff's Office to assist with calls of service.

Created August 2022

Erath County  
Budget Workshop  
Draft of Proposed Pay Changes

Dpt	Department	2023	Increase	%Inc
400 Total	County Judge	115,848	2,000	1.64%
403 Total	County Clerk	383,785	18,000	4.92%
405 Total	Veterans	30,625	1,000	3.38%
426 Total	County Court	140,115	2,000	1.45%
435 Total	District Court	239,500	10,500	4.59%
450 Total	District Clerk	213,894	8,000	3.89%
455 Total	Justice Peace - 1	193,246	8,000	4.32%
456 Total	Justice Peace - 2	130,821	4,000	3.55%
475 Total	County Attorney	238,296	8,000	3.47%
476 Total	District Attorney	288,034	14,500	5.30%
480 Total	Pretrial	55,737	6,500	13.20%
490 Total	Elections	-	-	0.00%
495 Total	Audit	309,850	10,000	3.18%
497 Total	Treasurer	156,531	6,000	3.19%
499 Total	Tax Assessor	539,270	24,000	4.81%
500 Total	Human Resource	60,000	-	0.00%
503 Total	Information Tech	105,661	2,000	1.81%
516 Total	Facilities	201,653	12,000	6.33%
540 Total	EMS	919,244	95,500	11.59%
544 Total	Fire Marshal	53,538	2,000	3.88%
550 Total	Constable - 1	55,637	5,000	9.87%
552 Total	Constable - 2	52,637	5,000	10.50%
560 Total	Sheriff	1,876,196	219,000	13.22%
561 Total	Jail	1,503,160	221,000	17.24%
580 Total	EMC	55,236	2,000	2.56%
581 Total	Communications	447,060	50,000	12.59%
582 Total	DPS	41,450	2,000	5.07%
600 Total	Environmental	106,516	4,000	3.90%
605 Total	SubDivision	55,000	-	0.00%
610 Total	R & B Maint	169,000	6,000	3.68%
611 Total	Precinct - 1	357,895	14,000	3.89%
612 Total	Precinct - 2	480,720	19,000	4.12%
613 Total	Precinct - 3	400,235	15,000	3.68%
614 Total	Precinct - 4	384,022	15,000	4.06%
645 Total	Indigent	56,335	2,000	3.68%
665 Total	AgriLife	144,388	9,000	6.65%
<b>Grand Total</b>		<b>10,561,135</b>	<b>822,000</b>	<b>8.45%</b>

This is a draft subject to change by the Erath County Commissioners Court  
Elected Official / Department head may distribute as needed or at fixed amt  
EO/DH distribution subject to Commissioners Court final approval