

KAUFMAN COUNTY EMERGENCY SERVICES DISTRICT #3
MINUTES FROM AUGUST 3, 2023

Present: Commissioners: David Wallace, Chuck Carpenter, Jon Leigh, and Earl Bourland
Fire Departments: ASVFD, CMVFD, EVFD and TVFD

1. **Call meeting to order.** David Wallace declared a quorum was present and called the meeting to order at 7:01 p.m.
2. **Public comment on items not on the Agenda.** David Wallace read the statement about public comment on items not on the agenda. David Wallace recognized Brandon Porter for his promotion to Driver for the Richardson Fire Department.
3. **Public comment on Agenda items.** David Wallace read the statement about public comments on agenda items. No public comment was presented.

Administrative

4. **Review and consider approval of July 11, 2023 meeting minutes.** Jon Leigh moved to approve the minutes from the meeting on July 11, 2023. Chuck Carpenter seconded the motion. The motion passed unanimously.
5. **Executive Session; Clerk annual review.** David Wallace moved into executive session at 7:09 p.m. for the board to discuss annual review of the ESD Clerk.
6. **Resume Open Meeting.** The board resumed the open meeting resumed at 7:14 p.m. Chuck Carpenter moved to increase the clerk salary for FY 2023-24 to \$1,000 per month with no bonus at Christmas. Earl Bourland seconded the motion. The motion passed unanimously. Kristie Jones expressed her appreciation.

Reports

7. **Receive monthly report from the Treasurer and consider:**
 - (a) **Approval of reimbursements;** There were no reimbursements this month.
 - (b) **Approval of payment of monthly bills and invoices;** Chuck Carpenter moved to approve payments of bills and invoices. The invoices Safe-D for \$1,100.00 for annual membership dues and Kristie Jones \$850.00 for August clerical duties. Earl Bourland seconded the motion. The motion passed unanimously.
 - (c) **Approval of monthly financial report;** A financial report was given stating the ANB tax account had a balance of \$357,439.40, the ANB operating account had a balance of \$3,026.91, the TBT operating account with a balance of \$896.22, and the TBT tax account with a balance of \$500,939.19. The current total for all accounts is \$862,301.72. The Commissioners were provided with copies of the bank statements. Kristie Jones provided a breakdown of the current budget and the amounts paid year to date for each item. The Pledge Security Listing from American National Bank for July was provided to the Commissioners. Chuck Carpenter moved to approve the financial report. Jon Leigh seconded the motion. The motion passed unanimously.
8. **Receive monthly report from Ables Springs Volunteer Fire Department regarding financial matters, training, management activities, membership, emergency operations and out of station times, and call volume for fire/rescue calls and for EMS calls.** Ables Springs VFD reported 30 calls for the month of July. There were no missed calls. The calls included 1 Building Fire, 2 Grass Fires, 19 Medical Assist, 3 Motor Vehicle Accidents, 1 Unauthorized Burning, 1 Dispatched and Cancelled, 1 No Incident Found, 1 Lightning Strike, and 1 Special Type Incident. Average response time was 6:51 minutes. Average number of personnel per incident was 4.9. The turn-out time for the month was an average of 2:33 minutes. The VFD received mutual aid one time and provided mutual aid 3 times. Training for July included 4 hours of EMS training and 2 hours of Fire Training. The department has 3 firefighters in Fire School, 2 in Instructor training, and 1 in EMT school.

9. **Receive monthly report from College Mound Volunteer Fire Department regarding financial matters, training, management activities, membership, emergency operations and out of station times, and call volume for fire/rescue calls and for EMS calls.** College Mound VFD responded to 37 calls during July. 23 of the 37 calls were in ESD 3 and 14 calls occurred in ESD 1. The calls in ESD 3 consisted of 1 Road Freight Fire, 1 Off-road Vehicle Fire, 1 Brush Fire, 2 Grass Fires, 1 Outside Rubbish Fire, 5 Medical Assists, 4 EMS calls, 3 Motor Vehicle Accidents, 2 Dispatched and Cancelled, 1 Authorized Controlled Burning, and 2 Smoke Scares. Average number of personnel per incident was 3.3. Average response time in ESD 3 area was 11:27 minutes. Average turn-out time was 3:41 minutes. The department currently has 25 firefighting members and 3 support services members. They had one Instructor and one student attend Texas A&M Fire School.

10. **Receive monthly report from Elmo Volunteer Fire Department regarding financial matters, training, management activities, membership, emergency operations and out of station times, and call volume for fire/rescue calls and for EMS calls.** Elmo VFD reported 60 calls for the month of July. The calls consisted of 2 Passenger Vehicle Fires, 2 Road Freight Fires, 3 Grass Fires, 1 Outside Rubbish Fire, 23 EMS calls, 12 Motor Vehicle Fires, 2 Public Service, 4 Dispatched and Cancelled, 5 No Incident Found, 1 Unauthorized Burning, 1 Overpressure from Gas, 1 Gas Leak, and 1 Arcing. They had no missed calls, provided mutual aid 4 times, and requested mutual aid 4 times. Average response time was 8:22 minutes. Average turn-out time was 3:27 minutes. Average number of personnel per incident was 3.2. July training consisted of hose training, pump ops, officer development and apparatus familiarization.

11. **Receive monthly report from Terrell Volunteer Fire Department regarding financial matters, training, management activities, membership, emergency operations and out of station times, and call volume for fire/rescue calls and for EMS calls.** During July, TVFD responded to 31 calls. They had no missed calls. A detailed report has not been submitted. They currently have 22 members. They have received a FEMA grant to purchase SCBA equipment in the amount of \$185,000.00. After securing competitive bids, the new equipment will cost the department \$20,000 – \$30,000.

Discussion/Action Items

12. **Discuss and consider taking action on ESD budget and Volunteer Fire Department 2023-24 Budget amounts.** Chuck Carpenter explained the proposed budget is for \$1,464,876.00. This will leave approximately \$298,441.00 in Reserve Funds that the ESD wants to possibly use to purchase land/build a new ESD Fire Station near Interstate 20. David Wallace told the departments they would receive an additional 15% above their 2022-23 budget amounts. In 2022-23 Terrell VFD received \$400,000 with \$80,000 of that amount being used for land purchase. That left a remaining \$320,000 for fire department operations. With the additional 15%, the TVFD budget for 2023-24 will be \$368,000.00. The ASVFD budget for 2022-23 was \$289,000.00. With the additional 15%, the ASVFD 2023-24 budget amount will be \$332,350.00. The CMVFD budget for 2022-23 was \$152,000.00. With the additional 15%, the CMVFD 2023-24 budget amount will be \$174,800.00. The EVFD budget for 2022-23 was \$400,000. With the additional 15%, the EVFD 2023-24 budget amount will be \$460,000.00. Chuck Carpenter moved to approve the budget amounts for the Volunteer Fire Departments for FY 2023-24. Jon Leigh seconded the motion. The motion passed unanimously.

13. **Discuss and consider taking action regarding 2023 tax rate, including:**

(a) **establishing proposed tax rate.** Based on the information received from the attorney's office today, the No New Revenue is \$0.085040 this year. The Voter Approval Rate this year is \$0.088220. If the board chooses to adopt any rate higher than the Voter Approval Rate, the District is subject to a petition election. However, because the De Minimis Rate exceeds \$0.10, the District may adopt a tax rate up to \$0.10 without calling an election. After discussion, Earl Bourland moved to propose the 2023 tax rate at \$0.100000 per \$100. Chuck Carpenter seconded the motion.

(b) **taking record vote and scheduling public hearing.** Voting for the proposed tax rate of \$0.10/\$100 was David Wallace, Jon Leigh, Earl Bourland, and Chuck Carpenter. No one voted against the motion. Chuck

Carpenter moved to schedule the public hearing and special meeting to adopt the tax rate on Tuesday, August 22. Earl Bourland seconded the motion. The motion passed unanimously.

- (c) authorizing publication of “Notice of Public Hearing on Tax Rate” in *The Terrell Tribune*; and Earl Bourland moved to authorize Kristie Jones to contact the office of John Carlton to prepare the “Notice of Public Hearing on Tax Rate” and submit it for publication to *The Terrell Tribune*. Jon Leigh seconded the motion. The motion passed unanimously.
- (d) Acknowledging and approving posting of Notice About 2023 Tax Rates and “Notice of Public Hearing on Tax Increase” to home page of District website. Jon Leigh moved to acknowledge and approve the posting of Notice About 2023 Tax Rates and “Notice of Public Hearing on Tax Increase” to the home page of the District website. Earl Bourland seconded the motion. The motion passed unanimously.

14. **Discuss and consider taking action on the purchase of CPR machines for Volunteer Fire Departments.** Brandon Porter reported there is a new machine about to be released. He asked if the purchase could be postponed until it is. David Wallace told the VFD’s the ESD has set aside the funds to pay for the machines in the ESD budget, but if the departments wanted extended warranties they would be responsible. When the ESD purchases the CPR machines and they get to the departments, David wants the public to know with photos, press releases and FaceBook posts. The ESD will discuss a partial reimbursement to the departments that have received some CPR machines through grants.

15. **Discuss and take action on engagement letter from Kyle Caperton, CPA.** Chuck Carpenter moved to have David Wallace sign the engagement letter with Kyle Caperton to complete the Agreed Upon Procedures for Terrell VFD. Earl Bourland seconded the motion. The motion passed unanimously. Kristie will send copies of the signed document to Kyle and Terrell VFD.

16. **Discuss potential sales tax election, take action if needed.** David Wallace stated he had been on the fence about moving forward with potential sale tax. However, he has decided he is for it. The ESD would be looking at having the election May 4, 2024 when the cities and school districts have their elections. Jon Leigh moved that the ESD go forward with a sales tax election. Earl Bourland seconded the motion. The motion passed unanimously. Kristie will notify John Carlton of this decision, so his office can begin working on the legal aspects.

17. **Discuss agenda items, time and date for next meeting.** The agenda for August 22, 2023 will include taking action regarding budget for fiscal year October 1, 2023 to September 30, 2024, public hearing on the proposal to increase property taxes, record vote on the District’s 2023 tax rate, adopt an Order Levying Taxes, authorize filing the Order with the Kaufman County Tax Assessor/Collector, authorize posting of statement regarding adopted tax rate to home page of District website, letter of engagement from the CPA for the ESD Audit, and discussion and appointment of committee to look for land to build new fire station.

18. **Adjournment.** Earl Bourland moved to adjourn at 8:09 PM. Jon Leigh seconded the motion. The motion passed unanimously.

By: Kristie Jones

Kristie Jones, Clerk
Kaufman County Emergency Service Dist. #3