

KAUFMAN COUNTY EMERGENCY SERVICE DISTRICT #3  
MINUTES FROM December 8, 2020

**Present:** Commissioners: Harvey Chitty, David Wallace, Chuck Carpenter, Eric Porter and Chuck Shepard  
Fire Departments: ASVFD, CMVFD, EVFD and TVFD

1. **Call meeting to order.** President Harvey Chitty declared a quorum was present and called the meeting to order at 7:00 p.m.
2. **Public comment on items not on the Agenda.** Harvey Chitty read the statement about public speaking in our meeting.
3. **Public comment on Agenda items.** Harvey Chitty read the statement about public comments on Agenda items.

**Administrative**

4. **Review and consider approval of the November 10, 2020, meeting minutes.** David Wallace moved to approve the minutes from the meeting on November 10, 2020. Chuck Carpenter seconded the motion. The motion passed unanimously.

**Reports**

5. **Receive month report from the Treasurer and consider:**
  - (a) **Approval of reimbursements.** David Wallace moved to approve a reimbursement to Eric Porter for educational training classes in the amount of \$60.00. Eric Porter seconded the motion. The motion passed unanimously.
  - (b) **Approval of payment of monthly bills, invoices and contract payments.** Chuck Carpenter moved to approve contract payments to Ables Springs VFD for \$50,000.00; College Mound VFD for \$32,500.00; Elmo VFD and Terrell VFD for \$57,500.00 each; Kaufman County Appraisal District for \$2,291.14; The Carlton Law Firm \$115.50 for legal fees; and Kristie Jones \$600.00 for clerical duties and an additional \$600.00 for Christmas bonus. David Wallace seconded the motion. The motion passed unanimously.
  - (c) **Approval of monthly financial report.** A financial report was given stating the tax account had a balance of \$402,697.45 and the operating account had a balance of \$4,549.47. The current total for both accounts is \$407,246.92. 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 November was provided to the Commissioners. Eric Porter moved to approve the financial report. Chuck Shepard seconded the motion. The motion passed unanimously.
6. **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 24 calls for the month of November. The calls included 1 Building Fire, 3 Grass Fires, 14 Medical Assist, 1 Motor Vehicle Accident, 1 Public Service, 3 Dispatched and Canceled, and 1 No Incident Found. Average response time was 11.95 minutes. Average number of personnel per incident was 3.

Eric Porter had questions about the monthly reports. He expressed an interest in receiving paper copies of the monthly reports from each department. He wanted to know if any calls were being missed. David Wallace responded by stating the Office of Emergency Management will contact the Commissioners if departments are missing calls.

7. **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 43 calls during November. 19 of the 43 were in ESD 3. The calls in ESD 3 consisted of 2 Building Fires, 1 Cooking Fire, 1 Brush Fire, 13 EMS, 1 Motor Vehicle Accident, and 1 Authorized Controlled Burning. Average response time was 10.35 minutes. Average number of personnel per incident was 3.5. They submitted their November financials and reported that three members are continuing classes at North Texas Fire Academy.

8. **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 50 calls for the month of November. The calls consisted of 1 Building Fire, 2 Structure Fires other than Buildings, 3 Trash Fires, 1 Grass Fire, 17 Medical Assist, 20 Motor Vehicle Accidents, 1 Motor Vehicle/Pedestrian Accident, 4 False Alarm, and 1 Municipal Alarm System. Average response time was 8.20 minutes. Average number of personnel per incident was 3.2. This month they conducted Extrication Training.

Harvey made a statement about how impressed he was with the Elmo VFD when he witnessed them at work recently.

9. **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.** Terrell VFD responded to 30 calls for the month of November. The calls included 3 Building Fires, 1 Passenger Vehicle Fire, 2 Brush Fires, 2 Grass Fires, 3 Medical Assist, 5 Motor Vehicle Accidents, 1 Smoke Removal, 2 Public Service, 2 Unauthorized Burnings, 4 Fill-in, 1 Dispatched and Canceled, 3 No Incident Found, and 2 Authorized Controlled Burning. Average response time was 8 minutes. Average number of personnel per incident was 5. Time out of the station was 20.44 hours. 18 members attended UTV and Wildland training for 4 hours on November 16. They emailed their November financials.

#### **Discussion/Action Items**

10. **Discuss and consider 2019-20 Compiled Financial Statements submitted by Misty Culpepper, CPA for Ables Springs VFD, College Mound VFD and Terrell VFD.** Chuck Carpenter reported he had a conversation with Misty Culpepper about using standardized terminology on all the VFD Compiled Financial Reports. Currently, she uses the format given to her by each department. In the future, the departments need to submit their financials using the same terminology. A budget sample using the same terminology will be formatted for each department to use next year.

Chuck Carpenter moved to accept the 2019-2020 Compiled Financial Statements for Ables Springs VFD, College Mound VFD, and Terrell VFD. David Wallace seconded the motion. The motion passed unanimously.

11. **Discuss and consider 2019-20 ESD Audit submitted by Misty Culpepper, CPA;** Chuck Carpenter discussed an error on page 7 of the audit. He reported that Misty is making the correction and will send it to Kristie. This item will be considered again next month after the corrected audit is available.

12. **Discuss required training hours for Commissioners.** State law requires each commissioner to complete the Open Meetings and Ethics training online within 60 days after appointment. Kristie Jones will send information about the online Open Meetings and Ethics classes to Chuck Shepard again. Eric Porter turned in certifications for completion of his two classes.

13. **Consider attendance at Texas State Association of Fire and Emergency Services District (SAFE-D) Annual Conference in 1<sup>st</sup> Quarter of next year.** This conference has been canceled. Safe-D will notify the District about online training.

14. **Discuss agenda items, time and date for the next meeting.** Agenda items for January 12, 2021 include approval of Compiled Financial Statements for Elmo VFD, approval of KCESD 3 2019-20 Audit, VFD budget format, and questions from Eric Porter about the current contract.

15. **Adjournment.** Chuck Shepard moved to adjourn at 7:26 p.m. Eric Porter seconded the motion. The motion carried.

By: Kristie Jones

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