

KAUFMAN COUNTY EMERGENCY SERVICE DISTRICT #3
MINUTES FROM December 14, 2021

Present: Commissioners: Harvey Chitty, Chuck Shepard, Chuck Carpenter, David Wallace, and Eric Porter
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 comment on items not on the Agenda.
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 9, 2021 meeting minutes.** Chuck Carpenter moved to approve the minutes from the meeting on November 9, 2021. David Wallace 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 reimbursement to Kristie Jones for \$716.00 for room deposits for the Safe-D conference charged to her credit card. Eric Porter seconded the motion. The motion passed unanimously.
 - (b) **Approval of payment of monthly bills, invoices, and contracts.** Eric Porter moved to approve payment of invoices and contract payments. The invoices consisted of The Carlton Law Firm for \$155.00, Kaufman County Appraisal District for \$2798.49 and Kristie Jones \$700.00 for clerical duties and \$700.00 Christmas bonus. The contract amounts included Ables Springs VFD \$56,250.00, College Mound VFD \$33,750.00, Elmo VFD \$72,500.00, and Terrell VFD \$67,500.00. Chuck Shepard 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 \$472,389.53 and the operating account had a balance of \$893.28. The current total for both accounts is \$473,282.78. 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. Chuck Carpenter moved to approve the financial report. David Wallace 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 29 calls for the month of November. The calls included 1 Chimney Fire, 1 Passenger Vehicle Accident, 1 Outside Rubbish

Fire, 14 Medical Assist, 5 Motor Vehicle Accidents, 1 Accident, 1 Public Service, 1 Authorized Controlled Burning and 4 Dispatched and cancelled. Average response time was 8:50 minutes. Average number of personnel per incident was 3.6. The turn-out time for the month was an average of 3:34 minutes. Training for November included 2 hours of Firefighter Training. They reported their Auction/Chili Supper on December 4 was the best one they have hosted.

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 41 calls during November. 22 of the 41 were in ESD 3. The calls in ESD 3 consisted of 2 Grass Fires, 1 Outside Rubbish Fire, 1 Medical Assist, 9 EMS, 2 Motor Vehicle Accidents, 1 Citizen Complaint, and 6 Dispatched and Cancelled. Average number of personnel per incident was 2.5. Average response time was 11:33 minutes. Average turn-out time was 4:44 minutes. They have one member enrolled in EMT School and they completed Burn House Training in Kilgore on November 13.

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 56 calls for the month of November. The calls consisted of 2 Brush Fires, 1 Grass Fires, 21 EMS calls, 17 Motor Vehicle Accidents, 1 Gas Leak, 1 Public Service, 4 Dispatched and Cancelled, 4 No Incident Found, 1 Smoke Scare, and 4 Incidents without Incident Type. They had one missed call and requested mutual aid to cover the call. Average response time was 10:10 minutes. Average turn-out time was 6:22 minutes. Average number of personnel per incident was 2.7. They had 8 hours live fire training.

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 45 calls for the month of November. 30 of 45 calls occurred in ESD 3, 7 occurred in the City of Crandall, 1 occurred in ESD #1, 2 occurred in ESD #7, and 5 in the City of Terrell. The calls included 1 Chimney Fire, 1 Passenger Vehicle Fire, 1 Brush Fire, 2 Grass Fires, 10 EMS Calls, 13 Motor Vehicle Accidents, 1 Extrication, 1 Lock-out, 1 Public Service, 1 Unauthorized Burning, 5 Cover Assignment, 3 Dispatched and Cancelled, 3 Authorized Controlled Burning, and 2 Special Type Incidents. Average Turnout Time was 3:41 minutes. Average Response Time was 10:17 minutes. Average number of personnel per incident was 4. Total time spent on calls was 57:13:43 (H:M:S). The department currently has 23 firefighting members and 1 support services member. Training included Careflite's CPR/AED Healthcare Provider recertification.

Discussion/Action Items

10. **Discuss and consider steps to collect funds from sales tax;** This item will remain on the agenda for future discussion.

11. **Discuss and consider rotating audits for the fire departments;** Kristie will ask Misty if she give an estimate about the amount of time and manpower an audit will entail for a fire department. There was discussion concerning whether or not this is something the ESD must take bids on. Kristie was to ask the attorney, however, after investigation by David Wallace it was determined that bids were not necessary. This item will remain on the agenda.

12. **Discuss reporting software and what items each department needs to include so each report is consistent**; Eric Porter said the reports were much, much closer and easier to compare. Terry Van Sickle will send the cover page to Robert at Ables Springs.

David Wallace asked the departments if they were aware of the statement in the contract that requires departments to report missed calls to the Chairman within a certain time period?

13. **Discuss and consider 2020-21 ESD Audit submitted by Misty Culpepper, CPA**; Chuck Carpenter moved to approve the 2020-21 ESD Audit. The motion was seconded by David Wallace. The motion passed unanimously.

14. **Discuss and consider submitting required annual report to the Division of Emergency Management**; Kristie Jones reported that the report has already been filed.

15. **Discuss agenda items, time and date for the next meeting**; Agenda items for January 11, 2022 include introduction of new commissioner Earl Bourland, election of officers, a discussion about funds from sales tax, and rotating audits for fire departments.

Josh Phillips said he didn't appreciate Mr. Barber not taking the recommendations given by the Fire Departments for the new commissioner after he requested they submit names at the November meeting. Josh said he realizes the ESD Board did not make this decision and this is an issue to discuss with Mr. Barber.

16. **Adjournment**. Chuck Shepard moved to adjourn the meeting at 7:30 p.m. Chuck Carpenter seconded the motion. The motion carried.

By: Kristie Jones

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