

KAUFMAN COUNTY EMERGENCY SERVICE DISTRICT #3
MINUTES FROM February 11, 2020

Present: Commissioners: Harvey Chitty, Mark Smith, Tricia Smith, David Wallace and Chuck Carpenter
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.

Administrative

2. **Review and consider approval of the January 14, 2020, meeting minutes.** Tricia Smith moved to approve the minutes from the meeting on January 14, 2020. Mark Smith seconded the motion. The motion passed unanimously.

Reports

3. **Receive month report from the Treasurer and consider:**
 - (a) **Approval of reimbursements.** David Wallace moved to approve the payment of the reimbursements to Ables Springs VFD for training, Terrell VFD for training, and Kristie Jones for adobe upgrade and cell phone. Chuck Carpenter seconded the motion. The motion passes unanimously.
 - (b) **Approval of payment of monthly bills and invoices.** Mark Smith moved to approve payment to Kristie Jones for clerical duties, VFIS of Texas for insurance, Terrell Tribune for legal notice, and The Carlton Law Firm for January legal fees. Chuck Carpenter 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 \$482,288.45 and the operating account had a balance of \$3,303.07. The current total for both accounts is \$485,591.52. 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 January was provided to the commissioners. Mark Smith moved to approve the financial report. David Wallace seconded the motion. The motion passed unanimously.
4. **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 21 calls for the month of January. They did not email their report before the meeting and they did not bring a written report.
5. **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 18 calls during January. The calls included 1 Building Fire, 1 Grass Fire, 1 Trash Fire, 7 EMS, 4 Motor Vehicle Accidents, 1 Other Accident, 1 Dispatched and Cancelled, 1 No Incident Found, and 1

Authorized Controlled Burning. Average Response Minutes was 17:51. College Mound emailed their January Financials including the Balance Sheet and Profit and Loss Report.

6. **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 48 calls for the month of January. The calls consisted of 1 Fire, 35 EMS calls, 2 Hazardous Conditions, 1 Service Call, and 9 Good Intent Calls. Average Response Minutes was under 8 minutes for 18 calls and over 8 minutes for 30 calls. Brandon Porter explained about the 22Kill.com conference he is involved with. He requested the ESD purchase one table for the conference that would allow 10 firefighters from ESD 3 to attend at no cost. Mark Smith moved to approve the sponsorship of a table to the conference. Tricia Smith seconded the motion. The motion passed unanimously.
7. **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 35 calls for the month of January. The calls included 4 Building Fires, 1 Passenger Vehicle Fire, 1 Grass Fire, 1 EMS Assist, 6 Motor Vehicle Accidents, 1 Police Matter, 2 Public Service, 3 Unauthorized Burnings, 5 Fill-in, 7 Dispatched and Cancelled, 3 Authorized Burning, and 1 Alarm Malfunction. 14 Members participated in training for a total of 80 hours. Average Response Minutes was 11. They emailed their January Financials including the Balance Sheet and Profit and Loss Report.
8. **Report about the changes made to the website since the January meeting.** Kristie Jones reported that all the commissioners now have the same mailing address, phone number and email address.
9. **Report about the purchase of a cell phone for the ESD.** Kristie Jones reported the ESD now has a cell phone. The number is on the website. Additional minutes will need to be purchased every 90 days at the cost of \$20.00.
10. **Report from Kristie concerning questions asked to the attorney about background checks and disbursement of tax funds.** Kristie Jones shared the information provided by John Carlton:
 1. *Unless the ESD wants to become responsible for more direct oversight of VFD operations, it is not necessary for the ESD to be involved in the membership or employee selection process of the VFDs. The contracts between the ESD and the VFDs should establish the expectations that the ESD has with regarding to VFD operations and its personnel. If the ESD wants to become more involved, we need to revisit the contract language. Getting involved in this aspect of the VFD operations may lead to more control. I recommend a detailed discussion on this topic before implementing any changes.*
 2. *The ESD has the sole authority to determine how its funds are allocated among its service providers. There are ESDs that allocate by any number of methods: evenly between departments; based on call volume; based on reimbursement of costs; and any number of other combinations or methods. The choice of allocation also warrants significant discussion and debate before making any changes.*

Discussion/Action Items

11. **Discuss and consider approval of Fire Department proposals for paid contractors.** The commissioners were given a proposal written by the VFD's explaining how they want to hire individuals to be at their stations Monday-Friday for 8 or 10 hours to respond to calls. The departments plan to hire and pay these firefighters and then turn in requests for reimbursement from the ESD. The departments, not the ESD, would be responsible for 1099's and tax payments. After discussion, Harvey Chitty asked Kristie Jones to forward the proposal to the attorney for his thoughts and recommendations. Harvey Chitty also stated that wording would need to be added to the proposal stating the ESD funds would not exceed a certain amount. This will be discussed after a response from the attorney.

12. **Discuss and consider creating a policy regarding public comment.** Kristie Jones emailed the attorney on January 15, 2020 and explained the ESD wanted to adopt a resolution for the rules the board would follow regarding public participation at our meetings. Kristie asked the attorney to provide a sample resolution the ESD might use for discussion purposes. The following is the response from the attorney, John Carlton: *We will provide our memo and a recommended policy for the Board to adopt related to Public Participation at board meetings for the next agenda.*

This item will remain on the agenda for March.

13. **Discuss and consider creating a policy about background checks for volunteer firefighters.** The board read the response from John Carlton about this matter. The departments already do background checks on new volunteer firefighter. They asked if this needed to be done annually or only at the beginning of a new recruit becoming a volunteer. Before the next contract, the board will discuss adding this to the contract and including the frequency of background checks.

14. **Discuss and consider policy on public participation during board meetings, and adopting resolution establishing rules for such participation.** This item was tabled until we receive the memo and a recommended policy from John Carlton.

15. **Discuss agenda, time and date for next meeting.** Agenda items for March: Proposal for Contract Staffing and Adoption of Policy Regarding Public Comment and Participation in Board Meetings.

Tricia Smith moved to adjourn at 7:28 p.m. David Wallace seconded the motion. The motion carried.

By: Kristie Jones

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