

KAUFMAN COUNTY EMERGENCY SERVICE DISTRICT #3
MINUTES FROM February 9, 2021

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 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 January 12, 2021, meeting minutes.** Amend the statement on Page 3 “Terry Van Sickle explained that he is now working with Terrell VFD” to say, “Terry Van Sickle is now the Fire Chief for Terrell VFD.” Chuck Carpenter moved to approve the minutes with the amendment from the meeting on January 12, 2021. Eric Porter 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 reimbursements to Elmo VFD for training in the amount of \$364.46, Chuck Shepard for Commissioner training classes in the amount of \$60.00, Kristie Jones for flowers sent to CPA in the amount of \$104.95 and \$410.30 for website and email renewal. Chuck Carpenter seconded the motion. The motion passed unanimously.
 - (b) **Approval of payment of monthly bills and invoices.** David Wallace moved to approve payment of invoices to Terrell Tribune for \$14.25 for January legal notice, Carlton Law Firm for \$123.75, and Kristie Jones \$600.00 for clerical duties. Eric Porter 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 \$709,346.07 and the operating account had a balance of \$880.99. The current total for both accounts is \$710,227.06. 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. Chuck Carpenter moved to approve the financial report. Eric Porter 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 15 calls for the month of January. The calls included 1 Building Fire, 1 Motor Home Fire, 1 Grass Fire, 6 EMS calls, 2 Motor Vehicle Accidents, and 4 Dispatched and Canceled. Average response time was 14:18 minutes.

Average number of personnel per incident was 2.73. The turn-out time for the month was an average of 8:16 minutes. Training for January included 2 hours of EMS training and 4 hours of Fire Training.

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 48 calls during January. 23 of the 48 were in ESD 3. The calls in ESD 3 consisted of 1 Building Fire, 1 Road Freight Fire, 1 Grass Fire, 4 Medical Assist, 10 EMS, 3 Motor Vehicle Accidents, 2 Dispatched and Cancelled, and 1 Smoke Detector. Average number of personnel per incident was 2.7. Average response time was 15:03 minutes. Average Turnout Time was 7:44 minutes. They had 4 hours of CE and 4 hours of membership training. They added 4 new firefighters in January.

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 75 calls for the month of January. The calls consisted of 2 Other Fires, 3 Trash Fires, 1 Mobile Home Fire, 1 Motor Home Fire, 2 Vehicle Fires, 2 Brush Fires, 4 Grass Fires, 26 Medical Assist, 19 Motor Vehicle Accidents, 1 Gas Leak, 1 Animal Problem, 1 Public Service Assistance, 1 Public Service, 1 Cover Assignment, 2 Good Intent Calls, 2 Dispatched and Cancelled, 2 False Alarms, 1 Bomb Scare, 1 Smoke Detector Activation, 1 Special Type Incident, and 1 Citizen Complaint. Average response time was 7:16 minutes. Average Turnout Time was 4:26. This month they added 2 firefighters and conducted 2 hours EMS 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 38 calls for the month of January. 29 of 38 calls occurred in ESD 3, 7 occurred in the City of Terrell, 1 occurred in ESD 1, and 1 in ESD 6. The calls included 6 Building Fires, 1 Brush Fire, 5 Grass Fires, 4 EMS, 9 Motor Vehicle Accidents, 1 Service Call, 2 Unauthorized Burning, 3 Cover Assignment, 1 No Incident Found, 2 Authorized Controlled Burning, and 4 Smoke Detector Activations. Average response time was 10:01 minutes. Average number of personnel per incident was 5.37. Average Turnout Time was 4:20 minutes. Total time spent on the scene for January was 38:31:47 (H:M:S).

Discussion/Action Items

10. **Discuss budget format for all departments to use so the terminology is consistent.** Chuck Carpenter distributed a sample budget format. He asked the fire departments to provide feedback next month. This item will remain on the agenda.

11. **Discuss computer software for monthly reporting;** Ables Springs currently uses Fire Programs but is willing to switch to Emergency Reporting. Emergency Reporting is used by the other 3 departments. Terry Van Sickle volunteered to answer questions and help if Ables Springs decides to change.

12. **Discuss and answer questions about the current contracts;** Eric Porter asked if there was any definition of the term “emergency services” that is used in the contract multiple times. Harvey explained the ESD contracts with the Fire Departments to fulfill the obligation of responding to calls from the county.

Harvey asked Kristie to email the attorney for clarification of the term “emergency services.”

After the question last month about training in the contract, the fire departments discussed them among themselves. A letter was submitted to the Board with ideas about rewording part of the contract.

Kristie will email the attorney and provide him with the suggestions. The Board will make changes to the 2021-22 contract if the attorney advises it.

Terry Brumbelow asked about the funding for contract labor. In the current contract these funds are distributed quarterly. This means the fire departments are forced to carry the cost of staffing for 3 months before receiving the funds. After discussion, the Board decided to fund contract labor at the beginning of each quarter rather than the end.

Contract discussion will remain on the agenda for next month.

13. **Review training requirements and compliance status for each Commissioner.** Chuck Shepard completed the open meetings and ethics classes. All Commissioners are current on training.

14. **Discuss and take action on Texas Comptroller Special Purpose District Financial and Tax Reporting Requirement.** This report was filed with the Texas Comptroller on January 2, 2021.

15. **Discuss agenda items, time and date for the next meeting.** Agenda items for March 9, 2021 include VFD budget format, Department reporting software, current contract, and letter from Pete Esposito.

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

By: Kristie Jones

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