

KAUFMAN COUNTY EMERGENCY SERVICE DISTRICT #3
MINUTES FROM February 8, 2022

Present: Commissioners: David Wallace, Chuck Carpenter, Earl Bourland, Eric Porter, and Chuck Shepard
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 7:00 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. No public comment was presented.
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 the January 11, 2022 meeting minutes;** Eric Porter moved to approve the minutes from the meeting on January 11, 2022. Earl Bourland seconded the motion. The motion passed unanimously.
5. **Review and consider approval of updated Bank Signature Card, including requirements regarding signatures on checks;** David Wallace brought the new bank signature cards and the commissioners signed them. David read the memorandum on Check Signing Authority provided by the office of John Carlton. It states: Emergency services districts (“ESDs”) are governed by Chapter 775 of the Texas Health and Safety Code (the “Code”). Section 775.073 of the Code provides that district funds may only be disbursed by check, draft, order, or other instrument, as long as the instrument is signed by either:
 - 1) At least a majority of the board’s commissioners; or
 - 2) The treasurer, or by the assistant treasurer if the treasurer is absent or unavailable, and countersigned by the president, or by the vice president if the president is absent or unavailable.

The Code gives ESDs multiple options regarding who is permitted to sign checks. If the secretary is one of the commissioners signing, then the secretary must sign with at least two other members of the board. If the treasurer is absent, then the assistant treasurer and the president can sign the instrument. If the president is absent or unavailable, then the vice president can countersign with the treasurer or assistant treasurer.

If less than a majority, or less than 3, of commissioners sign an instrument, either the president or vice president, and the treasurer or assistant treasurer must sign. If the secretary signs an instrument, the secretary is only permitted to sign with at least two other commissioners to form a majority. The secretary of the board is not allowed to sign checks or other instruments with only one other commissioner.

6. **Review and consider adopting Resolution Regarding District Credit Card Policy;** This item was tabled until next month to allow Chuck Carpenter time to research credit card options.

Reports

7. **Receive monthly report from the Treasurer and consider:**

(a) **Approval of reimbursements.** Earl Bourland moved to approve reimbursement to EVFD for training in the amount of \$294.00 and Kristie Jones for \$411.30 for annual renewal for Adobe, GoDaddy website and email, and our domain name. Chuck Carpenter seconded the motion. The motion passed unanimously.

(b) **Approval of payment of monthly bills and invoices.** Chuck Carpenter moved to approve payment of invoices. The invoices consisted of The Carlton Law Firm for \$447.75 and \$280.50, VFIS \$1,226.00 for insurance, Terrell Tribune \$14.25 for January legal notice, Misty Culpepper \$1,000.00 for Elmo VFD 20-21 Financial Compilation and Kristie Jones \$700.00 for clerical duties. Earl Bourland seconded the motion. After discussion about the Carlton Law Firm invoices, the motion passed unanimously.

(c) **Approval of monthly financial report.** A financial report was given stating the tax account had a balance of \$806,541.95 and the operating account had a balance of \$1,273.45. The current total for both accounts is \$807,815.40. 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. Earl Bourland 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 29 calls for the month of January. There were no missed calls. The calls included 4 Building Fires, 1 Brush Fire, 7 Grass Fires, 11 Medical Assist, 2 Motor Vehicle Accidents, 2 No Incident Found, 1 Authorized Controlled Burning, and 1 Smoke Scare. Average response time was 10:35 minutes excluding mutual aid. Average number of personnel per incident was 3.5. The turn-out time for the month was an average of 5:34 minutes. They received mutual aid 4 times and provided mutual aid 5 times. Training for January included 8.5 hours of Fire Training and 2 hours of EMS Training.

Ables Springs turned in their roster, certifications by personnel, total incidents per personnel, and total run count for 20-21 FY.

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 55 calls during January. 25 of the 55 were in ESD 3. 30 calls occurred in ESD 1. The calls in ESD 3 consisted of 1 Building Fire, 1 Mobile Home Fire, 3 Grass Fires, 1 Medical Assist, 11 EMS, 4 Motor Vehicle Accidents, 1 Dispatched and Cancelled, 1 False Alarm, 1 CO Detector Activation, and 1 Citizen Complaint. Average number of personnel per incident was 3.4. Average response time was 11:03 minutes. Average turn-out time was 6:03 minutes. During January they participated in CE training with Careflight on airways and landing zones.

The department currently has 25 firefighting and 3 support services members.

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 66 calls for the month of January. The

calls consisted of 3 Building Fires, 1 Trash Fire, 1 Mobile Home Fire, 2 Brush Fires, 7 Grass Fires, 1 Outside Rubbish Fire, 1 Medical Assist, 21 EMS calls, 11 Motor Vehicle Accidents, 14 Dispatched and Cancelled, 3 No Incident Found, and 1 Incident without Type. They had no missed calls and requested mutual aid 3 times. They gave mutual aid 12 times. Average response time was 8:53 minutes. Average turn-out time was 3:43 minutes. Average number of personnel per incident was 3. They participated in 3 hours of training.

Elmo turned in their proof of insurance.

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.** Terrell VFD responded to 54 calls for the month of January. They have not submitted a detailed report. Terry Van Sickle reported TVFD is not doing medical calls yet, but they are nearing the end of their training and hope to begin soon.

A question was asked about the average number of personnel at each call. All the departments reported about 3 people per call. Is that enough? Brandon Porter explained that Elmo has 2 people at the station all the time. 2 people are enough for medical calls and when they have a more serious call, more firefighters are usually there. He said during January there were 4 or 5 structure fires where mutual aid was required and within 10 minutes other departments were on scene. Therefore, providing the necessary personnel to keep everyone safe.

Discussion/Action Items

12. **Discuss and take action regarding communication issues with Kaufman County Sheriff's Office;** David Wallace reported he received a call from the Office of Emergency Management and the Sheriff's office about the county pager system and missed calls. Kaufman County told them they only support the pager system. They do not support the phone app that many of the departments are using. Therefore, if you miss a call and you are not using a pager there is no excuse.

Eric Porter asked who has missed a call due to this problem? Ables Springs said they missed one several months ago due to the county switching servers and not notifying the departments. Ables Springs also reported they have new pagers that are to be delivered tomorrow.

Chuck Carpenter stated he did not realize until their meeting that the county did not purchase the software to support the radios the ESD purchased a few years ago. The county has old technology with no plans to upgrade.

The departments reported problems with new servers, toning the wrong department, and voice commands without receiving tones first.

David Wallace reported the County Judge is aware of the problems in dispatch with hiring and retaining qualified dispatchers. David reiterated that the county knows the departments are using the phone app but they do not want to deal with it. They will support the pager but not the app system.

For clarification, if a call is missed because you do not have a pager there is no excuse. If the pager system goes down and a call is missed it will not be the fault of the department.

13. **Discuss and take action on the Texas Comptroller Special Purchase District Financial and Tax Reporting Requirement;** Kristie Jones reported the report for 2022 that is due in April was completed January 2, 2022.

14. **Discuss and take action regarding Elmo VFD's failure to respond to a 9-1-1 call and submit financial reports, and receive Elmo VFD's plan for correction of non-compliance issues;** Brandon Porter submitted a plan of action for future financial reports. Elmo did get everything to Misty Culpepper and she emailed their Compiled Financial Report today. The commissioners were given a copy to review and approval will be on the agenda next month.

About the missed call, Brandon stated he wasn't sure why it had become a problem now. He discussed it with the previous board president and it wasn't a problem then. The call was during the Thanksgiving weekend. Brandon was at work (in Richardson) but called Terry Van Sickle directly within seconds of realizing no one was available from Elmo. Terry reported they immediately responded. Brandon stated missing calls was not a habit and he notified another department to respond as stated in the contract.

Terry Van Sickle told the board his department missed a call last night that will be on their February report to be submitted in March. He went on to say that all the departments are proactive and talk to each other to make sure they know if they are short-handed and might need help.

David Wallace said he wants to have a workshop after the March meeting to discuss strategic planning and go over the contract and review the items each department is to submit.

Eric Porter said he has a list of 15 items where the departments are in breach of contract to discuss next month.

Chuck Carpenter said as the county continues to grow he realizes how difficult it will be to cover everything with volunteers.

After further discussion, Brandon Porter asked for clarification about missed calls. He asked, "If we miss a call are we just to report it in a monthly report?" David said yes, it should be on the report but he would like to be notified after the incident, so if there was a complaint he would know what was going on.

15. **Discuss agenda items, time and date for the next meeting;** The next meeting will be March 8, 2022 at 6:00 p.m. Report from commissioners about the Safe-d Conference, approve EVFD Compiled Financial Report for 20-21, and ESD credit card.

A workshop will take place after the conclusion of the regular meeting to discuss strategic planning and read current contract to determine items each department should submit annually.

17. **Adjournment.** Chuck Shepard moved to adjourn the meeting at 8:23 p.m. Earl Bourland seconded the motion. The motion carried.

By: Kristie Jones

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