

KAUFMAN COUNTY EMERGENCY SERVICE DISTRICT #3
MINUTES FROM January 14, 2020

Present: Commissioners: Harvey Chitty, 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. **Action regarding election of officers for the Board.** Chuck Carpenter moved to keep the current officers the same as this previous year (2019). David Wallace seconded the motion. The motion passed unanimously. The officers will be: President – Harvey Chitty, Vice President – Mark Smith, Treasurer – Chuck Carpenter, and Secretary / Assistant Treasurer – Tricia Smith.
3. **Review and consider approval of the December 10, 2019, meeting minutes.** Chuck Carpenter moved to approve the minutes from the meeting on December 10, 2019. David Wallace seconded the motion. The motion passed unanimously.

Reports

4. **Receive month report from the Treasurer and consider:**
 - (a) **Approval of reimbursements.** There were no reimbursements this month.
 - (b) **Approval of payment of monthly bills and invoices.** David Wallace moved to approve payment to Kristie Jones for clerical duties. 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 \$128,533.40 and the operating account had a balance of \$903.07. The current total for both accounts is \$129,436.47. 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 December was provided to the commissioners. Chuck Carpenter moved to approve the financial report. David Wallace seconded the motion. The motion passed unanimously.
5. **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 16 calls for the month of December. The calls included 1 Building Fire, 3 Grass Fires, 1 Dumpster fire, 9 Medical Assist (EMS), 1 Smoke Removal, and 1 Good Intent.

Total Response Minutes was 180.00. Average Response Minutes was 11.25.

6. **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 29

calls during December. They did not email their report before the meeting and they did not bring a written report. Terry Van Sickle said he would email the report.

7. **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 53 calls for the month of December. The calls consisted of 1 Building Fire, 1 RV Fire, 3 Grass Fires, 21 EMS calls, 10 Motor Vehicle Accidents, 1 Potential Accident, 1 Lock-out, 2 Unauthorized Burnings, 11 Dispatched and Canceled, and 2 No Incident Found.

Average Response Minutes was 10.14.

8. **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 26 calls for the month of December. The calls included 5 Brush Fires, 2 Grass Fires, 2 EMS Assists, 7 Motor Vehicle Accidents, 2 Public Service, 1 Fill-in, 4 Dispatched and Canceled. 1 No Incident Found, 1 Authorized Burning, and 1 Smoke Detector Malfunction. 12 Members participated in training for a total of 48 hours. Average Response Minutes was 11. They emailed their monthly financial statement from Misty Culpepper, CPA.

Discussion/Action Items

9. **Consider publication of the annual notice of the address of the District's administrative office.** David Wallace moved to publish the ESD mailing address and physical address (Kaufman County Office of Emergency Management) in the Terrell Tribune. Chuck Carpenter seconded the motion. The motion passed unanimously. This will be published in the legal notices section in 8-point type.
10. **Discuss and consider approval of Fire Department proposals for paid contractors.** Terry Van Sickle provided a proposal for Contract Staffing. The board will review the proposal and discuss it at the February meeting. Terry Van Sickle will email the proposal to Kristie Jones, and she will forward it to Mark Smith and Tricia Smith so they will be able to review it.
11. **Discuss and consider changes and updates to be made to the ESD website.** The board examined the website for changes that need to be made. Kristie Jones explained that the Adobe program on the ESD laptop needs to be upgraded to allow pdf documents to be converted to jpeg or png so documents can be viewed without downloading. The upgrade will cost \$119.88 annually. David Wallace moved to authorize Kristie Jones to upgrade the Adobe program. Chuck Carpenter seconded the motion. The motion passed unanimously.

The board also wants to change the board members' contact information. Specifically, the board wants to establish email addresses that are not their personal email addresses, and they want their mailing addresses to be the District's PO box.

12. **Discuss and consider the purchase of an ESD cell phone.** David Wallace moved to purchase an ESD cell phone. The motion was seconded by Chuck Carpenter. The motion passed unanimously. This new cell phone number will be listed on the website as the phone number for each board member.
13. **Public Comment.** The board discussed creating a policy regarding public comment. This item will be included on the February agenda. After the policy is created, Kristie Jones will get it approved by our attorney and then a resolution can be adopted.

5., 6., 7. and 8. Terry Van Sickle asked for clarification on the VFD reports each month. The board stated they want to know about changes in financial matters or each department can provide their monthly financial statement, any changes in VFD management, any new membership, and to include hours of training and total hours spent on calls in their monthly call report.

14. **Discuss agenda, time and date for next meeting.** Agenda items for February: Proposal for Contract Staffing, background checks for firefighters, contract discussion about disbursement of tax funds.

The board would like for Kristie Jones to email questions to the attorney about background checks and disbursement of tax funds.

Harvey Chitty asked Kristie Jones to email Judge Hal Richards and Commissioner Terry Barber about our meeting each month.

Chuck Carpenter moved to adjourn at 8:10 p.m. David Wallace seconded the motion. The motion carried.

By: Kristie Jones

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