

KAUFMAN COUNTY EMERGENCY SERVICE DISTRICT #3  
MINUTES FROM January 12, 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.** Chuck Shepard asked to address the Fire Departments. He told of sending a young man that he has known for 18 years to the Elmo Volunteer Fire Department about a job. The young man told Chuck they wouldn't take him.

Brandon Porter replied that he was ready to sign the young man up until he learned he was only 18 years old. The insurance for the fire department will not cover anyone under the age of 21.

Randy Brumbelow directed him to several full time departments that are currently hiring.

Chuck Shepard said he could live with that. He did not know about the insurance requirement.

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 December 8, 2020, meeting minutes.** David Wallace moved to approve the minutes from the meeting on December 8, 2020. Chuck Carpenter seconded the motion. The motion passed unanimously.

**Reports**

5. **Receive month report from the Treasurer and consider:**

(a) **Approval of reimbursements.** Chuck Carpenter moved to approve reimbursements to Elmo VFD for training in the amount of \$720.00 and Kristie Jones for cell phone minutes in the amount of \$43.84. David Wallace seconded the motion. The motion passed unanimously.

(b) **Approval of payment of monthly bills, invoices and contract payments.** Eric Porter moved to approve payment of invoices to Misty Culpepper for \$1,000.00 for EVFD Compiled Financial Statement, Carlton Law Firm for \$138.00, and Kristie Jones \$600.00 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 \$317,466.29 and the operating account had a balance of \$3,382.83. The current total for both accounts is \$320,849.12. 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. Eric Porter seconded the motion. The motion passed unanimously.

6. **Review and approve quarterly investment report.** Chuck Carpenter reported there are no current investments at this time.

7. **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 December. The calls included 2 Building Fires, 1 Heavy Equipment Fire, 2 Brush Fires, 1 Grass Fire, 1 Outside Rubbish Fire, 9 EMS calls, 1 Gas Leak, 2 Dispatched and Canceled, 1 No Incident Found, and 1 HazMat Investigation. Average response time was 10:65 minutes. Average number of personnel per incident was 4.05. The turn-out time for the month was an average of 5.41 minutes. Training for December included EMS, Bunker Drills and SCBA, Hose Testing and Smoke Behavior, and PPA. Each training was 2 hours. ASVFD missed 2 calls because no one was available to go. These calls were covered by mutual aid.

8. **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 43 calls during December. 18 of the 43 were in ESD 3. The calls in ESD 3 consisted of 3 Grass Fires, 3 Medical Assist, 6 EMS, 4 Motor Vehicle Accidents, 1 Flammable Liquid Spill, and 1 Smoke Detector Malfunction. Average response time was 15:46 minutes. They received a COVID grant for \$10,000.00. It will be used to purchase a Lucas Device (CPR Assist Machine).

One member is still attending North Texas Fire Academy and one member graduated CareFlite EMT school and passed the National register to become a certified EMT.

Eric Porter asked about their out the station door time. They have not been tracking this, but they will start and add it to their report.

There was a short discussion about Care Flite and their performance. It would be beneficial if there was a local hospital. Everyone feels that there will be another company once the contract for CareFlite ends.

9. **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 72 calls for the month of December. 65 of the 72 were in ESD 3. The calls consisted of 3 Structure Fires other than Buildings, 4 Trash Fires, 6 Grass Fire, 29 Medical Assist, 1 EMS, 18 Motor Vehicle Accidents, 1 Mobile Home Fire, 4 False Alarm, 1 Local Alarm System, 2 Brush Fires, and 2 Dispatched and Canceled. Average response time was 10:15 minutes. Average number of personnel per incident was 3.2. They reported their out the station door time as 2 minutes during the day and 5:30 minutes at night. This month they conducted Ladder Practices Training.

Three firefighters graduated from EMT school, 1 firefighter graduated from Driver school and 2 are enrolled in the Fire Academy.

10. **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 42 calls for the month of December. The calls included 5 Building Fires, 3 Passenger Vehicle Fires, 6 Brush Fires, 7 EMS, 12 Motor Vehicle Accidents, 1 Cover Assignment, 1 No Incident Found, 3 Authorized Controlled Burning, 1 HazMat Investigation, and 3 Smoke Detector Activations. Average response time was 9:13 minutes. Average number of personnel per incident was 5.3. They emailed their December financials.

Terry Van Sickle explained that he is now working with Terrell VFD.

### **Discussion/Action Items**

11. **Discuss and consider 2019-20 Compiled Financial Statements submitted by Misty Culpepper, CPA for Elmo VFD.** Chuck Carpenter moved to accept the 2019-2020 Compiled Financial Statements for Elmo VFD. David Wallace seconded the motion. The motion passed unanimously.

12. **Discuss budget format for all departments to use so the terminology is consistent.** Chuck Carpenter is working on a basic format for budgets. He is looking at examples from the ESD Operating Guide and the current terminology Misty Culpepper is using in her Compiled Financial Reports. He plans to have his first draft available next month so the departments can provide input.

13. **Discuss and consider 2019-20 ESD Audit submitted by Misty Culpepper, CPA;** Misty Culpepper revised page 7 that was incorrect in the previous audit. Chuck Carpenter approved of this change and moved to accept the 2019-20 Audit for the ESD. Chuck Shepard seconded the motion. The motion passed unanimously.

Kristie Jones will submit copies of the audit to the Kaufman County Commissioners Court.

14. **Discuss and answer questions about the current contracts for the new Commissioners.** Eric Porter stated that he had three questions about the contract.

The first question is about Article II, item F on page 4: The training of Department's personnel shall equal or exceed that of the prior year's level, as determined in the sole and reasonable discretion of District.. Are there standards to measure this? Does it need to state that training should be for so many hours a month? Harvey said this had never been discussed and perhaps the chiefs from each department need to decide what is reasonable.

His second question was from Article III, Section 3.03, Letter A: Department may only utilize responsible, competent, and well-trained personnel (volunteer or paid) and shall conduct regularly-scheduled training sessions to ensure a high level of competency among personnel. Department shall require its emergency services personnel, whether paid or volunteer, to participate in training sessions. Department shall notify District's President in writing within ten days of an occurrence when the level of personnel in Department declines by more than 20% from the level of Department as of the effective date of this Agreement. Eric questioned what measurement is used for the training. Harvey Chitty responded that he did not see a problem. With turn-over in a department, training is always changing based on personnel.

Eric's third question was about Article IV, Section 4.02: Monthly Reporting. After discussion, it was determined that all the departments are not currently using the same software. Harvey Chitty asked the departments to discuss the software issue. This item will be discussed on the agenda next month.

15. **Publish notice of address of administration office location.** David Wallace moved to have Kristie Jones submit the information for publication in the Terrell Tribune. Chuck Carpenter seconded the motion. The motion passed unanimously.

16. **Discuss required training hours for Commissioners.** State law requires each Commissioner to complete the Open Meetings and Ethics training online within 60 days after appointment. Chuck Shepard

has had difficulty registering for the classes. The website keeps telling him he is already registered and has a password. Brandon Porter suggested he come to the Elmo station and he would assist him.

17. **Discuss agenda items, time and date for the next meeting.** Agenda items for February 9, 2021 include VFD budget format, Department reporting software, and questions about the current contract.

18. **Adjournment.** Chuck Shepard moved to adjourn at 8:12 p.m. Eric Porter seconded the motion. The motion carried.

By: Kristie Jones

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