

KAUFMAN COUNTY EMERGENCY SERVICE DISTRICT #3  
MINUTES FROM January 11, 2022

**Present:** Commissioners: David Wallace, Chuck Carpenter, Earl Bourland, and Eric Porter  
Absent: 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. Chuck Carpenter moved to make David Wallace the moderator until a new President was elected. Earl Bourland seconded the motion. The motion passed unanimously.
2. **Welcome new Commissioner Earl Bourland.** David Wallace introduced Mr. Bourland. Mr. Bourland has been a resident of Kaufman County since 1990. He owned a business in Terrell until 2016.
3. **Public comment on items not on the Agenda** David Wallace read the statement about public comment on items not on the Agenda.
4. **Public comment on Agenda items.** David Wallace read the statement about public comments on Agenda items.

**Administrative**

5. **Action regarding election of officers for the Board.** David Wallace opened the floor for nominations for President. Chuck Carpenter nominated David Wallace. Eric Porter seconded the nomination. Chuck Carpenter moved to close nominations. Eric Porter seconded the motion. David Wallace was elected unanimously.

David Wallace opened the floor for nominations for Vice President. Chuck Carpenter nominated Chuck Shepard. Eric Porter seconded the nomination. Chuck Carpenter moved to close nominations. Eric Porter seconded the motion. Chuck Shepard was elected unanimously.

David Wallace opened the floor for nominations for Secretary. Chuck Carpenter nominated Eric Porter. Earl Bourland seconded the nomination. Chuck Carpenter moved to close nominations. Earl Bourland seconded the motion. Eric Porter was elected unanimously.

David Wallace opened the floor for nominations for Treasurer. Eric Porter nominated Chuck Carpenter. Earl Bourland seconded the nomination. Eric Porter moved to close nominations. Earl Bourland seconded the motion. Chuck Carpenter was elected unanimously.

David Wallace opened the floor for nominations for Assistant Treasurer. Chuck Carpenter nominated Earl Bourland. Eric Porter seconded the nomination. Chuck Carpenter moved to close nominations. Eric Porter seconded the motion. Earl Bourland was elected unanimously.

David Wallace told the board during his research he learned the Secretary is not allowed to sign checks. David will visit the bank to provide them with meeting minutes and update the signature card.

6. **Review and consider approval of the December 14, 2021 meeting minutes.** Eric Porter moved to approve the minutes from the meeting on December 14, 2021. Chuck Carpenter seconded the motion. The motion passed unanimously.

## Reports

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

(a) **Approval of reimbursements.** Chuck Carpenter moved to approve reimbursement to Kristie Jones for \$43.84 for cell phone minutes and \$179.00 for Earl Bourland's room deposit for the Safe-d conference charged to her credit card and \$360.00 to Elmo VFD for training. Earl Bourland seconded the motion. The motion passed unanimously.

(b) **Approval of payment of monthly bills and invoices.** Earl Bourland moved to approve payment of invoices. The invoices consisted of The Carlton Law Firm for \$82.50, Safe-d conference registration for \$1,475.00 and Kristie Jones \$700.00 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 \$328,903.30 and the operating account had a balance of \$613.79. The current total for both accounts is \$329,517.09. 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. 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 20 calls for the month of December. There were no missed calls. The calls included 2 Building Fires, 1 Grass Fire, 14 Medical Assist, 2 Motor Vehicle Accidents, and 1 Dispatched and cancelled. Average response time was 11:14 minutes including mutual aid. Average number of personnel per incident was 3.4. The turn-out time for the month was an average of 5:35 minutes. They did not receive mutual aid. They provided mutual aid to Wills Point 2 times and Hunt County 1 time. Training for December included 2 hours of Fire Training and 2 hours of EMS Training.

David Wallace told the departments they need to read the contract because certain items were to be submitted annually. Such as a roster of volunteers and their certification. Elmo VFD is the only department to submit their roster.

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 51 calls during December. 31 of the 51 were in ESD 3. 20 calls occurred in ESD 1. The calls in ESD 3 consisted of 2 Building Fires, 15 EMS, 3 Motor Vehicle Accidents, 1 Public Service, 3 Unauthorized Burning, 1 Citizen Complaint, and 6 Dispatched and Cancelled. Average number of personnel per incident was 2.5. Average response time was 11:53 minutes. Average turn-out time was 4:06 minutes. They have one member that graduated from EMT School and passed the national EMT exam.

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 45 calls for the month of December.

The calls consisted of 1 Building Fire, 1 Motor Home Fire, 1 Passenger Vehicle Fire, 1 Brush Fire, 1 Grass Fire, 1 Outside Rubbish Fire, 1 Landfill Fire, 15 EMS calls, 12 Motor Vehicle Accidents, 1 Oil Spill, 1 Public Service, 4 Dispatched and Cancelled, 2 No Incident Found, 1 Steam thought to be smoke, and 1 False Alarm. They had no missed calls and requested mutual aid one time. They gave mutual aid 5 times. Average response time was 9:43 minutes. Average turn-out time was 5 minutes. Average number of personnel per incident was 3.5. Training was cancelled due to the holidays.

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 36 calls for the month of December. 30 of 36 calls occurred in ESD 3, 1 occurred in Hunt County, 1 occurred in ESD #1, and 4 in the City of Terrell. The calls included 1 Grass Fire, 2 EMS Calls, 18 Motor Vehicle Accidents, 1 Short Circuit, 2 Unauthorized Burning, 1 Cover Assignment, 7 Dispatched and Cancelled, 1 No Incident Found, 2 Authorized Controlled Burning, and 1 Smoke Detector. Average Turnout Time was 3:18 minutes. Average Response Time was 10:49 minutes. Average number of personnel per incident was 4.8. There were no missed calls. They responded to 6 mutual aid calls. Total time spent on calls was 29:14:17 (H:M:S). The department currently has 23 firefighting members and 1 support services member. Training was cancelled due to the holidays.

#### Discussion/Action Items

12. **Discuss and consider steps to collect funds from sales tax;** The Commissioners will investigate this idea at the Safe-d Conference. It will be added to the agenda in the future if necessary.

13. **Discuss and consider rotating audits for the fire departments;** Misty Culpepper said the audits would take some additional time but would not be difficult for the three departments she currently services. She said Elmo VFD would take the most time because she does not do their bookkeeping. Eric Porter asked Chuck Carpenter if the audits would be worth it based on his previous statement. David Wallace said he thinks of it as a safety valve. If a problem occurs, it shows the board has tried to prevent it. Chuck said an audit is not always what people think it is. David reported Commissioner Terry Barber liked the idea of rotating audits and it might be a safety net. This will not happen this year. This item will be on the agenda in June when the board begins looking at budgets. Terry Van Sickle volunteered Terrell VFD to go first. David stated that although they are called rotating audits, there is a chance a department might have an audit two years in a row if a problem was found.

14. **Publish Notice of address of administrative office location;** Chuck Carpenter moved for Kristie to contact the Terrell Tribune and have the required information published. Eric Porter seconded the motion. The motion passed unanimously.

15. **Review training requirements and compliance status for each Commissioner.** Earl Bourland will attend the Safe-d Conference where he will get his required training. All the Commissioners will attend the conference for their updated training.

16. **Discuss agenda items, time and date for the next meeting;** The next meeting will be February 8, 2022. At this time there are no special agenda items.

Brandon Porter asked when the 22-23 budgets would be due. He was told in June. He requested Kristie send him the outline that Chuck Carpenter prepared last year.

17. **Adjournment**. Chuck Carpenter moved to adjourn the meeting at 7:35 p.m. Earl Bourland seconded the motion. The motion carried.

By: Kristie Jones

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