

KAUFMAN COUNTY EMERGENCY SERVICES DISTRICT #3
MINUTES FROM JULY 11, 2023

Present: Commissioners: David Wallace, Chuck Carpenter, Jon Leigh, and Earl Bourland
Absent: Taelor Brewer
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 7:30 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. Brandon Porter spoke about purchasing CPR machines for each department. Life Arm costs \$15,000.00 that includes a \$5,000 service plan. The board asked Brandon to do more research and prepare a list of preferences with prices. This item will be on the August agenda.
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 June 13, 2023 meeting minutes.** Chuck Carpenter moved to approve the minutes from the meeting on June 13, 2023. Earl Bourland seconded the motion. The motion passed unanimously.
5. **Officer elections for the positions of Secretary and Assistant Treasurer.** David Wallace reported that Taelor Brewer notified him that he was resigning from the Board. Terry Barber will appoint a new commissioner and asked for suggestions. Jon Leigh moved to elect Earl Bourland to the position of Secretary/Assistant Treasurer. Chuck Carpenter seconded the motion. The motion passed unanimously.
6. **Review and consider adoption of Resolution to Establish Depository Account at Texas Bank and Trust and Bank Depository Agreement for District tax revenue.**; Chuck reminded everyone of the information on interest rates he provided last month when the decision was made to make Texas Bank and Trust the bank the ESD would use for tax monies collected. ANB has offered 2.75% and TBT is offering 3.50% plus they will provide securities above the \$250,000 federal guarantee. Chuck Carpenter moved to adopt the Resolution to Establish Depository Account at Texas Bank and Trust and Bank Depository Agreement for District tax revenue. Earl Bourland seconded the motion. The motion passed unanimously. Chuck Carpenter is authorized to open the interest bearing account at Texas Bank and Trust where Kaufman County will deposit our disbursements from tax collections. The officers authorized to sign on this account include: David Wallace, President, Jon Leigh, Vice President, Chuck Carpenter, Treasurer and Earl Bourland, Secretary/Assistant Treasurer.

Reports

7. **Receive monthly 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;** Chuck Carpenter moved to approve payments of bills and invoices. The invoices included Carlton Law Firm for \$1,187.00 (June invoices), \$176.00 to the US Post Office (yearly PO box rental) and Kristie Jones \$850.00 for July clerical duties. Jon Leigh seconded the motion. The motion passed unanimously.
 - (c) **Approval of monthly financial report;** A financial report was given stating the ANB tax account had a balance of \$847,601.63, the ANB operating account had a balance of \$3,026.91, and TBT with a balance of \$3,124.15. The current total for all accounts is \$853,752.69. 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 June was provided to the

Commissioners. Earl Bourland moved to approve the financial report. Chuck Carpenter 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 21 calls for the month of June. There were no missed calls. The calls included 1 Other Fire, 1 Vegetation Fire, 16 Medical Assist, 1 Motor Vehicle Accidents, 1 System Malfunction, and 1 Special Type Incident. Average response time was 5:39 minutes. Average number of personnel per incident was 4.3. The turn-out time for the month was an average of 2:12 minutes. The VFD received no mutual aid and provided mutual aid one time. Training for May included 2 hours of EMS training and 4 hours of Fire Training. The department has one firefighter in Fire School and a total of 19 firefighters on their roster. They brought the Brush Truck they had rehabbed to the meeting for everyone to see.

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 38 calls during June. 17 of the 38 calls were in ESD 3 and 21 calls occurred in ESD 1. The calls in ESD 3 consisted of 7 Medical Assists, 3 EMS calls, 1 Motor Vehicle Accident, 1 Unauthorized Burning, 2 Dispatched and Cancelled, 1 Smoke Detector Activation, and 2 Citizen Complaints. Average number of personnel per incident was 2.8. Average response time in ESD 3 area was 11:27 minutes. Average turn-out time was 3:49 minutes. The department currently has 25 firefighting members and 3 support services members. Two members have completed EMT school with one passing the National Registry Test..

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 55 calls for the month of June. The calls consisted of 1 Passenger Vehicle Fire, 3 Grass Fires, 2 Outside Rubbish Fires, 1 Excessive Heat, 16 EMS calls, 13 Motor Vehicle Fires, 1 Public Service Assistance, 3 Public Service, 1 Good Intent, 5 Dispatched and Cancelled, 1 No Incident Found, 3 Authorized Controlled Burning, 1 Smoke Detector, 1 Special Type of Incident, and 3 Incidents without incident type. They had no missed calls, provided mutual aid 4 times, and requested mutual aid 1 time. Average response time was 7:42 minutes. Average turn-out time was 2:55 minutes. Average number of personnel per incident was 2.9. June training consisted of hose training at TVCC that included SFFMA objectives and hose testing.

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.** During June, TVFD responded to 35 calls. 18 of the 35 occurred in ESD 3, 3 in ESD 7, 13 in the City of Terrell (4 - funeral escorts), and 1 outside Kaufman County (funeral escort). Average Turnout Time was 1:27, Average Response Time within TVFD's response area was 6:09 minutes, and Average number of personnel on each call was 4.8. There were no missed calls. They responded to 10 mutual aid requests and requested aid 3 times. The calls within ESD 3 consisted of 1 Vehicle Fire, 1 Camper Fire, 1 Off-road Vehicle Fire, 1 Medical Assist, 4 Motor Vehicle Accidents, 1 Arcing, 1 Public Service, 2 Dispatched and Cancelled, 2 No Incident Found, and 1 Authorized Controlled Burning, 1 EMS Call, and 2 Service Calls. All members received Stop the Bleed training. One firefighter is continuing Fire Inspector 1 and 2 training. One firefighter completed his National Registry and State EMT certification. The department now has 10 medically-certified members (ECA or above). They currently have 21 members. Total time spent on calls was 34:59:01 (H:M:S).

Discussion/Action Items

12. **Review Volunteer Fire Departments 2023-2024 Budgets.** These were discussed at the workshop. The board will wait to see what the county estimates the collections to be for 2023-24. Currently, the totals for the budget requests equal \$1,544,000.00 and the ESD expects to receive approximately \$1,350,000.00. Chuck Carpenter stated the ESD needs to have \$400,000.00 in reserve to cover the first contract payments in December.

13. **Review, discuss and take action on changes to the Agreement for Providing Emergency Service.**

- (a) Extend budget due dates to first meeting in June. Chuck Carpenter moved to change the submission date for budgets from June 1 to the first meeting in June. Earl Bourland seconded the motion. The motion passed unanimously.
- (b) All contracting Departments shall have an Independent Board of Directors with 51% of the board not related to the Fire Department to advise and oversee the finances of the department. The Fire Chief cannot be on the Board. Terry Van Sickle asked about this addition. David Wallace explained that this is just a good practice. Three of the departments currently operate this way. It provides another set of eyes on fire department finances. Terry explained it will cost TVFD to change their bylaws. David told him the CPA said there is not a lot in the law about 501c3's but this is a best practice. Terry explained TVFD is a member run department where they have a board of 4 officers but all firefighter members vote on all decisions. Chuck Carpenter moved to include the statement in the Agreement for Providing Emergency Service. Earl Bourland seconded the motion. The motion passed unanimously.
- (c) All contracting Departments shall notify the ESD Board of purchases or loans greater than \$100,000.00. Earl Bourland moved to include this in the Agreement for Providing Emergency Service. Jon Leigh seconded the motion. The motion passed unanimously.
- (d) Adding section to Terrell Volunteer Fire Department Agreement for Providing Emergency Services to include information about mutual aid, inter-local agreements, and non-emergency service. Chuck Carpenter moved to include the statement about mutual aid, inter-local agreements, and non-emergency service in the Agreement with TVFD. Earl Bourland seconded the motion. The motion passed unanimously.

14. **Discuss and take action on eliminating the recent Addendum to the Agreement for Providing Emergency Services.** Earl Bourland moved to eliminate the recently passed Addendum. Jon Leigh seconded the motion. The motion passed unanimously.

15. **Discuss and take action on requiring all mutual aid agreements or inter-local agreements to be approved by the KCESD 3 Board.** The Board is the only party that can make an inter-local agreement. Chuck Carpenter moved to require all mutual aid agreements or inter-local agreements to be approved by the KCESD 3 Board. Earl Bourland seconded the motion. The motion passed unanimously.

16. **Discuss potential sales tax election, take action if needed.** Ideas were discussed about how to use sales tax money if the ESD decides to move forward with an election. The ideas included enhanced services (which would include a multiple of things), more full time people at some of the stations, and a manned EMS squad in the district. David said the members of his HOA liked the idea of a manned EMS squad. The ESD and VFD's must be careful about saying sales tax would lower the property taxes, because we will not really know what collections will be until after the first year. The ESD board wants the VFD's to guide the ESD about their needs and present an agreed upon plan before presenting to the public. This item will remain on the agenda.

17. **Review and consider adoption of Resolution Confirming Review of Rules for Public Participation at Open Meetings;** Chuck Carpenter moved to adopt the Resolution Confirming Review of Rules for Public Participation at Open Meetings. Jon Leigh seconded the motion. The motion passed unanimously.

18. **Discuss and consider the tax and budget planning calendar for 2023, set dates for special meetings, and take any related action;** Earl Bourland moved to adopt the calendar and set a special meeting for adopting the ESD budget and adopting the 2023 tax rate on August 22, 2023. Jon Leigh seconded the motion. The motion passed unanimously.

19. **Conduct annual review of investment policy and investment strategies and adopt resolution;** Chuck Carpenter explained the bank provides extra securities on funds over the federal \$250,000.00 amount. Chuck moved to adopt the resolution. Earl Bourland seconded the motion. The motion passed unanimously.

20. **Discuss agenda items, time and date for next meeting**. The agenda for August 8, 2023 will include CPR machines for VFD's, letter of engagement from the CPA, sales tax, clerk annual review in executive session, and VFD and ESD budgets.

21. **Adjournment**. Earl Bourland moved to adjourn at 8:45 PM. Jon Leigh seconded the motion. The motion passed unanimously.

By: Kristie Jones

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