

KAUFMAN COUNTY EMERGENCY SERVICE DISTRICT #3
MINUTES FROM June 8, 2021

Present: Commissioners: Harvey Chitty, David Wallace, Chuck Shepard, and Chuck Carpenter
Absent: Eric Porter
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.

Mr. Chitty stated that the board would enter into closed session for consultation with legal counsel under 551.071. The board entered into closed session at 7:01 p.m.. The meeting reconvened at 7:11 p.m. Mr. Chitty stated that no action was taken during the closed session.

2. **Public comment on items not on the Agenda.** Harvey Chitty read the statement about public comment on items not on the Agenda.

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 May 11, 2021, meeting minutes.** Chuck Carpenter moved to approve the minutes from the meeting on May 11, 2021. Chuck Shepard seconded the motion. The motion passed unanimously.

Reports

5. **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, invoices and contract payments.** David Wallace moved to approve payment of invoices to The Carlton Law Firm for \$668.50 and \$265.00, Kristie Jones \$600.00 for clerical duties, \$2,291.14 for the quarterly payment to Kaufman County Appraisal District and contract payments for Ables Springs VFD in the amount of \$50,000.00, Elmo VFD and Terrell VFD for \$57,500.00 and College Mound for \$32,500.00. Chuck Shepard 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 \$785,728.52 and the operating account had a balance of \$1,987.73. The current total for both accounts is \$787,716.25. 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 May was provided to the Commissioners. Chuck Carpenter moved to approve the financial report. David Wallace seconded the motion. The motion passed unanimously.

6. **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 18 calls for the month of May. The calls included 10 Medical Assists, 2 Motor Vehicle Accidents, 1 Water Rescue, 1 Combustible Liquid, 1 Lock-out, 1 Public Service, 1 Cover Assignment, and 1 Unintentional Transmission of Alarm. Average response time was 10:01 minutes. Average number of personnel per incident was 3.8. The turn-out time for the month was an average of 4:35 minutes. Training for May included 2 hours of EMS training and 4 hours fire training.

7. **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 35 calls during May. 19 of the 35 were in ESD 3. The calls in ESD 3 consisted of 1 Road Freight Fire, 1 Grass Fire, 7 EMS Calls, 6 Motor Vehicle Accidents, 1 Electrical Problem, 2 Dispatched and Cancelled, and 1 Smoke Detector Activation. Average number of personnel per incident was 2.5. Average response time was 12:54 minutes. Average turn-out time was 8:28 minutes. Training included 2 hours EMS training and 2 hours firefighter training.

8. **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 64 calls for the month of May. The calls consisted of 1 Medical Assist, 17 EMS, 25 Motor Vehicle Accidents, 1 Trash Fire, 5 Dispatched and Cancelled, 1 No Incident Found, 1 Lightning Strike, 1 False Alarm, 1 Alarm Activation, 3 Road Freight Fires, 2 Outside Rubbish Fires, 1 Building Fire, 1 Grass Fire, 1 Power line Down, and 1 Hazardous Condition. Average response time was 9:46 minutes. Average turn-out time was 4:02 minutes. This month they added 2 certified firefighters. Average number of personnel per incident was 3.3.

9. **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 40 calls for the month of May. 26 of 40 calls occurred in ESD 3, 1 in ESD 1, 1 in Van Zandt County, and 12 in the City of Terrell. The calls included 1 Building Fire, 1 Road Freight Fire, 1 Off-road Vehicle Fire, 1 Grass Fire, 2 EMS Calls, 12 Motor Vehicle Accidents, 1 Power line down, 1 Water Problem, 3 Cover Assignment, 10 Dispatched and Cancelled, 2 No Incident Found, 1 Smoke Detector Activation, 2 Alarm System Activation, and 1 Lightning Strike. Average Turnout Time was 3:13 minutes. Average Response Time was 12:02 minutes. Average number of personnel per incident was 5.1. Total time spent on calls was 32:43:23 (H:M:S). Training consisted of PPE/SCBA donning/doffing, operation of hydraulic rescue tool, pump operations, machinery rescue, and coordination with EMS, etc. They also submitted their May financials.

Discussion/Action Items

10. **Receive submission of Fire Departments' 2021-22 budgets;** All of the departments submitted their proposed budgets. This item will remain on the agenda and be discussed in July.

11. **Discuss budget format for all service providers to use so the terminology is consistent;** The format is working. Changes will be made if the need arises.

12. **Discuss and answer questions about the Agreement for Providing Fire Protection Services with service providers;** Harvey Chitty stated the telephone conversation the Board had with attorney, John Carlton, was about the fire department suggestions for the Agreement for Providing Fire Protection Services. Mr. Carlton told the board that many of the suggestions could be incorporated. The board has set a deadline

of July 1, 2021 for all suggestions to be submitted. The board requests that the attorney's for each VFD communicate directly with the ESD attorney, John Carlton. Mr. Chitty also explained that the Agreement amounts for next year will be divided into 4 quarterly payments, eliminating additional checks for contract labor. This item will remain on the agenda.

13. **Discuss and consider adoption of the tax and budget planning calendar for 2021 and take any related action;** David Wallace moved to adopt the tax and budget planning calendar for 2021. Chuck Shepard seconded the motion. The motion passed unanimously. The district budget and potential tax rates will be discussed at the regular July meeting.

14. **Discuss District website status, accessibility and posting requirements and take any related action;** The website is currently up to date. The District's Notice about 2021 Tax Rates will be posted on the home page of the District's website by August 6, 2021.

15. **Photos and Information for Identification Cards;** College Mound VFD Assistant Chief, Jason Lengacher, said he would take pictures tonight and have the cards ready by next month.

16. **Discuss reporting schedule for monthly reports;** Harvey Chitty addressed the problem of getting monthly reports submitted to Kristie in a timely manner. Chuck Shepard moved to set the date of submission for monthly reports as 7 days from the end of each month. David Wallace seconded the motion. The motion passed unanimously.

17. **Discuss future strategic planning;** Josh Phillips told the board about an upcoming joint venture between College Mound and Elmo. A man in College Mound has offered to donate land for a fire station at Hiram Road and FM 2965. Elmo has donated land at Shadow Lakes. The two departments will decide which location would be better and will each keep equipment there once built. Randy Brumbelow said there are firefighters that live in the Shadow Lake area that said they would volunteer if a station was at Shadow Lakes.

David Wallace asked about the age of the equipment for each department. They explained how they plan for the future and the cost of replacing equipment. Harvey Chitty asked each department to bring or email their 3-5 year plan to the next meeting. They want to consider this as they plan the budget. This item will remain on the agenda.

18. **Discuss agenda items, time and date for the next meeting.** Agenda items for July 13, 2021 include VFD budgets, Agreement for Fire Protection Services, tax and budget planning, and strategic planning.

19. **Adjournment.** Chuck Shepard moved to adjourn at 8:00 p.m. Chuck Carpenter seconded the motion. The motion carried.

By: Kristie Jones

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