

KAUFMAN COUNTY EMERGENCY SERVICE DISTRICT #3  
MINUTES FROM June 14, 2022

**Present:** Commissioners: David Wallace, Chuck Carpenter, Chuck Shepard and Earl Bourland  
Absent: Eric Porter  
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.
2. **Public comment on items not on the Agenda** David Wallace read the statement about public comment on items not on the Agenda. No public comment was presented.
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 May 10, 2022 meeting minutes;** Chuck Carpenter moved to approve the minutes from the meeting on May 10, 2022. Earl Bourland seconded the motion. The motion passed unanimously.

**Reports**

5. **Receive monthly report from the Treasurer and consider:**
  - (a) **Approval of reimbursements;** Chuck Carpenter moved to reimburse Kristie Jones \$60.51 for checks purchased for the new Texas Bank and Trust account. The motion was seconded by Chuck Shepard. The motion passed unanimously.
  - (b) **Approval of payment of monthly bills, invoices, and contract payments;** Earl Bourland moved to approve payment of invoices and contract payments. The invoices consisted of The Carlton Law Firm for \$181.25 for legal fees, Kaufman County Appraisal District for \$2,798.49 and Kristie Jones \$700.00 for clerical duties. The contract amounts consisted of Ables Springs VFD \$56,250.00, College Mound VFD \$33,750.00, Elmo VFD \$72,500.00, and Terrell VFD \$67,500.00. Chuck Shepard 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 \$902,441.52, the ANB operating account had a balance of \$1,579.16, and TBT with a balance of \$5,000.00. The current total for all accounts is \$909,020.68. 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. Earl Bourland 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 17 calls for the month of May. There were no missed calls. The calls included 2 Building Fires, 1 Cooking Fire, 1 Grass Fire, 11 Medical Assist, 1 Power Line Down, and 1 Dispatched and Cancelled. Average response time was 8:36 minutes. Average number of personnel per incident was 3.2. The turn-out time for the month was an average of 3:49 minutes. They received mutual aid 2 times and provided mutual aid 3 times. Training for May included 2 hours EMS training and 6 hours of 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 46 calls during May. 21 of the 46 were

in ESD 3 and 25 calls occurred in ESD 1. The calls in ESD 3 consisted of 1 Brush Fire, 10 Medical Assist, 3 EMS, 1 Motor Vehicle Accident, 2 Dispatched and Cancelled, and 4 Citizen Complaints. Average number of personnel per incident was 2.2. Average response time was 14:13 minutes. Average turn-out time was 5:26 minutes. They currently have one member enrolled in Fire Academy. The department currently has 25 firefighting members and 3 support services members. They participated in EMS and new truck training this month.

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 50 calls for the month of May. The calls consisted of 1 Water Vehicle Fire, 1 Brush Fire, 1 Outside Rubbish Fire, 2 Medical Assist, 19 EMS calls, 11 Motor Vehicle Accidents, 1 Gas Leak, 3 Power Lines Down, 1 Service Call, 1 Water Leak, 2 Public Service, 5 Dispatched and Cancelled, 1 No Incident Found, and 1 Smoke Detector. They had no missed calls and requested mutual aid 2 times. They gave mutual aid 3 times. Average response time was 8:59 minutes. Average turn-out time was 2:54 minutes. Average number of personnel per incident was 2.4. May training consisted of 4 hours including: Apparatus and SOP, Fire History, EMS Training, Ventilation, and Hot Air Balloon Safety. They currently have a total of 19 members.

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.** During May, TVFD responded to 34 calls. Of these, 30 occurred in ESD 3 and 4 in the City of Terrell. The calls included 1 Brush Fire, 1 Dumpster Fire, 2 EMS, 8 Motor Vehicle Accidents, 4 Power Lines Down, 2 Arcing, 3 Unauthorized Burning, 1 Cover Assignment, 5 Dispatched and Cancelled, 3 No Incident Found, and 4 Authorized Controlled Burnings. Average turnout time was 3:05. Average response time was 11:42 and average number of personnel per incident was 5.3. There were no missed calls. They responded to 9 mutual aid requests and requested mutual aid 3 times. Total time spent on calls was 30:30:40 (H:M:S). They have 22 firefighting members. All members received 2 hours of fireground operations and 1 hour of hot air balloon training.

Terrell VFD also submitted their monthly financial report.

David reported about a phone call he had received that was full of compliments for the departments and the video that was recorded. David added his compliments to the departments also.

### Discussion/Action Items

10. **Discuss and consider adoption of the tax and budget planning calendar for 2022;** David Wallace read some of the calendar options to the board. There was a discussion about setting the tax rate as high as possible without holding an election. This means the board would follow the [blue](#) deadlines listed in the calendar with the tax rate exceeding the no-new-revenue but not exceeding the voter-approval rate.

Chuck Carpenter moved to adopt the calendar. Earl Bourland seconded the motion. The motion passed unanimously.

Kristie will let John Carlton know what the board is considering. Mr. Carlton will provide us with monetary amounts once we receive the certified appraisal rolls.

The department submitted their proposed budgets. Chuck Carpenter asked about the missing revenue line for Contributions/Donations/Grants on some of the budgets. He realizes this number may change from year to year, but it is still revenue and doesn't give an accurate picture when left blank. The departments will update the budgets and provide a projection based on the amount they received last year. The new budgets will be emailed to Kristie.

11. **Discuss adding rotating audits to the Agreement for Providing Emergency Services;** David Wallace asked if any department currently does a full audit. They do not. They only have the Compiled Financial Statement that the ESD hires Misty Culpepper to complete. Misty has told the ESD that a full audit would cost about \$5,000.00. David said he would like the ESD to approve it and put it in the budget even if they did not implement it.

Chuck Shepard said he thought it would be helpful to prevent potential theft. Earl Bourland said he thought the rotating audits were a good idea. Chuck Carpenter said he had mixed emotions, but would vote to approve.

Misty is currently doing the financials for all the departments except Elmo VFD. David asked Brandon Porter if they would consider hiring Misty for their monthly financials. Currently, the Treasurer for the Elmo VFD Board keeps their QuickBooks. Brandon said he would ask his board again.

Kristie will email Misty to find out what will be required for an audit.

Chuck Shepard moved to add rotating audits to the Service Agreement and budget. Earl Bourland seconded the motion. The motion passed unanimously.

12. **Discuss and take action on any item that requires input from the attorney;** This item will not be included on future agendas. David spoke with the President of Terrell ISD and the President of a Special District and neither include this type of item. Both government entities leave it to the President to determine when to contact an attorney or have a board vote. If something comes up that needs a vote, an item will be added to the agenda.

13. **Discuss agenda items, time and date for the next meeting;** A workshop to discuss changes to the Agreement for Providing Fire Protection Services and budgets will be June 28, 2022 at 7:00 p.m.

The next regular meeting will be July 12, 2022 at 7:00 p.m. Agenda items will include District budget and potential tax rates and VFD 2022-23 Budgets

14. **Adjournment.** Chuck Shepard moved to adjourn the meeting at 8:20 p.m. Earl Bourland seconded the motion. The motion carried.

By: Kristie Jones

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