

KAUFMAN COUNTY EMERGENCY SERVICE DISTRICT #3  
MINUTES FROM March 8, 2022

**Present:** Commissioners: David Wallace, Chuck Carpenter, Earl Bourland, and Chuck Shepard  
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 6:00 p.m. Brandon Porter, EVFD Chief, joined the meeting by conference call.
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 the February 8, 2022 meeting minutes;** Chuck Carpenter moved to approve the minutes from the meeting on February 8, 2022. Chuck Shepard seconded the motion. The motion passed unanimously.
5. **Hear from Chuck Carpenter regarding ESD Credit Card. Review and consider action on Resolution Adopting Policies for Use of Credit and Debit Cards;** Chuck Carpenter researched the credit card that American National Bank recommended. After being on hold with First National Bank of Omaha for 30 minutes, he went to their website. They require the names, address, DOB, and Social Security or passport number for each commissioner in order to issue a credit card. Chuck stated he would get the credit card if all the board wanted to provide their information or he could get debit cards from ANB. The downfall of the debit card is watching the balance in the operating fund since we try to keep the majority of our funds in the tax account where they draw interest. Peter Esposito asked if they had considered getting credit cards from Texas Bank and Trust? Chuck thanked Peter and explained that yes, they had talked to them. In order to do that, the ESD would need to set up an operating account and keep more funds in it than we usually keep at ANB. Once we have an account there, they will issue credit cards in each commissioner's name. Earl Bourland asked if we would need a resolution in order to set up an account at Texas Bank and Trust. The resolution regarding the District Credit Card was tabled until next month. Kristie Jones will notify the office of John Carlton and ask if a resolution is necessary to set up a new account.
6. **Review Investment Policy adopted in July 2020 and consider updating the Policy and approving Resolution;** The Investment Policy was reviewed. Chuck Carpenter said it was difficult to know if it needed updating since we currently have no investments. Chuck Carpenter moved to approve the Resolution Confirming Annual Review of Investment Policy Strategies, Guidelines and Management Practices for Kaufman County Emergency Services District No. 3. Earl Bourland seconded the motion. The motion passed unanimously.
7. **Review adopted Records Management Program and consider making changes as appropriate or approving Resolution Confirming Review of District Records Management Program;** Earl Bourland moved to approve the Resolution Confirming Review of District Records Management Program. Chuck Shepard seconded the motion. The motion passed unanimously.

**Reports**

8. **Receive monthly report from the Treasurer and consider;**

(a) **Approval of reimbursements.** Earl Bourland moved to approve reimbursements to the commissioners for the Safe-D Conference. Eric Porter \$715.68, David Wallace \$718.44, Earl Bourland \$451.88, and Chuck Carpenter \$683.75. Chuck Carpenter seconded the motion. The motion passed unanimously.

(b) **Approval of payment of monthly bills, invoices and contract payments.** Chuck Carpenter moved to approve payment of contracts and invoices. The invoices consisted of Kaufman County Appraisal District for \$2,798.49 and Kristie Jones \$700.00 for clerical duties. The contract payments included Ables Springs VFD \$56,250.00, College Mound VFD \$33,750.00, Elmo VFD \$72,500.00 and Terrell VFD \$67,500.00. Earl Bourland 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 \$1,060,282.54 and the operating account had a balance of \$899.65. Kristie explained Elmo VFD has a check from January and one from February that have not cleared the account as of February 28, 2022. The current total for both accounts is \$1,061,182.19. 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 February was provided to the Commissioners. Earl Bourland moved to approve the financial report. Chuck Shepard seconded the motion. The motion passed unanimously.

9. **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 February. There were no missed calls. The calls included 1 Building Fire, 1 Trash Fire, 1 Grass Fire, 1 Cultivated Vegetation Fire, 8 Medical Assist, 1 Motor Vehicle Accident, 1 Gas Leak, 3 Dispatched and Cancelled, 1 Prescribed Fire, 1 Alarm Malfunction, 1 Smoke Detector, and 1 Citizen Complaint. Average response time was 10:03 minutes excluding mutual aid. Average number of personnel per incident was 3.2. The turn-out time for the month was an average of 4:37 minutes. They received mutual aid 3 times and provided mutual aid 4 times. Training for February included 4 hours of Fire Training and 2 hours of EMS Training.

10. **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 February. 19 of the 43 were in ESD 3 and 23 calls occurred in ESD 1. The calls in ESD 3 consisted of 1 Chimney Fire, 3 Grass Fires, 1 Outside Rubbish Fire, 3 Medical Assist, 8 EMS, 1 Motor Vehicle Accident, 1 Short Circuit, and 1 Dispatched and Cancelled. Average number of personnel per incident was 3.1. Average response time was 12:12 minutes. Average turn-out time was 3:58 minutes. During February they participated in 2 hours Grass/Wildland and scba training and 2 hours of gas meter and ventilation training. They currently have 25 firefighting and 3 support services members.

11. **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 63 calls for the month of February. The calls consisted of 1 Building Fire, 3 Brush Fires, 7 Grass Fires, 1 Outside Rubbish Fire, 19 EMS calls, 20 Motor Vehicle Accidents, 1 Power Line Down, 1 Lock-out, 1 Police Assist, 1 Public Service, 1 Assist Invalid, 5 Dispatched and Cancelled, and 2 No Incident Found. They had no missed calls and requested mutual aid 3 times. They gave mutual aid 4 times. Average response time was 8:56 minutes. Average turn-out time was 3:18 minutes. Average number of personnel per incident was 2.7. They participated in training for their new fire engine and hosted a E1 push in and dedication. One new member was added giving them a current total of 19 members.

12. **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 submitted their report for January and February. During January they responded to 52 calls. Of these, 45 occurred in ESD 3, 1 in ESD 1, and 6 in the City of Terrell. The calls included 1 Short Circuit, 1 Building Fire, 1 Mobile Home Fire, 1 Brush Fire, 8 Grass Fires, 4 EMS, 10 Motor Vehicle Accidents, 1 Public Service, 6 Dispatched and Cancelled, 1 No Incident Found, 10 Authorized Controlled Burnings, 1 Smoke Scare, and 1 Alarm Activation. Average turnout time was 2:47. Average response time was 9:48 and average number

of personnel per incident was 4.8. There were no missed calls. They responded to 6 mutual aid requests and requested mutual aid 7 times. Total time spent on calls was 36:30:14 (H:M:S). They have 23 firefighting members and 1 support member. All members received 2 hours of incident command and radio operations training.

Terrell VFD responded to 63 calls during the month of February. 53 of the 63 occurred in ESD 3, 1 occurred in ESD 6, 1 occurred in Hunt Co., and 8 in the City of Terrell. The calls consisted of 2 Building Fires, 1 Passenger Vehicle Fire, 1 Road Freight Fire, 2 Brush Fires, 15 Grass Fires, 1 Outside Rubbish Fire, 2 Outside Storage Fires, 4 EMS, 14 Motor Vehicle Accidents, 1 Gas Leak, 2 Electrical Wiring, 1 Power line down, 6 Dispatched and Cancelled, 5 No Incident Found, 3 Authorized Controlled Burnings, 1 Alarm Activation, and 1 Carbon Monoxide Activation. All Members received 2 hours of Blue Card incident management training. The department has 23 firefighting members and 1 support services member. Average turnout time was 2:15, average response time was 9:54, and average number of personnel responding to each call was 4.6. They responded to 14 mutual aid requests and requested mutual aid 11 times.

There was 1 call missed during this reporting period – a gas investigation on Northgate Drive in the Club Lake area. While we had one firefighter at the station, he was not cleared to drive and did not feel comfortable operating a multi-gas detector. This situation was made worse when KSO notified City of Terrell FD to respond – who responded with Truck 621, which was unable to cross the bridge into the area. Ultimately, this call was handled by Ables Springs. They have taken the following steps:

- Ensured that all members know to notify dispatch immediately if TVFD cannot respond
- Working to revamp our driver training in accordance with new VFIS guidelines
- Notifying Terrell to send an engine rather than a truck/quint, unless specifically requested

There was no loss of life or property associated with this missed call.

Total time spent on calls was 68:50:11 (H:M:S).

### **Discussion/Action Items**

13. **Discuss and take action regarding Elmo VFD Compiled 20-21 Financial Statement**; Chuck Carpenter moved to approve the 20-21 financial statement for Elmo VFD. Earl Bourland seconded the motion. The motion passed unanimously.

14. **Report from ESD Board about Safe-D Conference**; David Wallace reported on several items that he was told needed to be added or updated on the website. These include the term limits for each commissioner, the date on the bottom of the home page, the tax assessor/collector name, and maybe make the website ADA compliant. Our domain name needs to be registered to the board and not just the website host. We also need to secure our name on all social media platforms – Facebook, Twitter, Instagram, Snapchat, and Tick Tock. Chuck Carpenter asked Kristie to update what she could and then contact our web designer for the remaining items. Chuck does have the business card from a company that is willing to maintain our website for \$1500.00 per year. Josh Phillips asked if the website could be made more personal to our ESD. Kristie told the departments to email her photos of their stations and she would update the pictures on the website.

David shared additional information from the conference: the ESD does not have to take bids on the contracts with the fire departments because they are exempt. Any item/business over \$50,000 is required to be bid. ESD's the size of ours ideally should have 6 months of funds in reserve. Larger ESD's should keep 30% in reserve – this is about what our ESD has according to Chuck Carpenter. They did attend a class about collecting sales tax. The tax is collected from point of delivery and can be up to 2 cents. There are companies that help with implementing, promoting, and getting this passed, if the ESD wants to pursue it. David also asked a question about Fire Departments that are in 2 ESD's. He told Josh Phillips that College Mound should have one account for ESD 1 and one for ESD 3 and then an operating fund to move money into for daily operations. Josh asked Kristie if she would clarify this with John Carlton. Chuck Carpenter shared information about a class he attended where the speaker, who was a CPA/internal auditor, shared that trouble can still happen even if the fire department is having an audit every year.

David told Chuck Shepard he would need to get 4 hours of training online this year in order to be in compliance.

15. **Discuss and take action regarding Online Training Platform presented by Brandon Porter**; Brandon Porter met with an online training company. The online training provides classes for FF1, FF2 and Hazmat. The cost will be \$8,315.00 annually with 80 users. The classes are constantly updated and therefore, material is always current. The administrator for each department can assign classes and then receives a report from the company when classes are completed. Brandon suggested that the departments use the \$4,500 set aside for district wide training and then each department would pay the difference from their \$5,000 training budget. Then, perhaps next year, the total could be included in the ESD budget.

David Wallace asked the fire chiefs from each department to meet, look at the program, and decide how it would best help each one. The departments will report to the board in April with what they want.

16. **Discuss agenda items, time and date for the next meeting**; The next meeting will be April 12, 2022 at 7:00 p.m. Report about opening account at Texas Bank and Trust and the ESD credit card. Also hear from fire departments about the online training.

There will be another workshop concerning the Agreement for Providing Emergency Services in June

17. **Adjournment**. Chuck Shepard moved to adjourn the meeting at 7:19 p.m. Earl Bourland seconded the motion. The motion carried.

By: Kristie Jones

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