

KAUFMAN COUNTY EMERGENCY SERVICE DISTRICT #3
MINUTES FROM May 12, 2020

Present: Commissioners: Harvey Chitty, Mark Smith, Chuck Carpenter, and David Wallace
Fire Departments: ASVFD, CMVFD, EVFD and TVFD
Guest: District's Attorney, John Carlton

1. **Call meeting to order.** President Harvey Chitty declared a quorum was present and called the meeting to order at 7:00 p.m. He welcomed John Carlton, who participated by teleconference.

Administrative

2. **Review and consider approval of the March 10, 2020, meeting minutes.** Mark Smith moved to approve the minutes from the meeting on March 10, 2020. David Wallace seconded the motion. The motion passed unanimously.

Reports

3. **Receive month report from the Treasurer and consider:**
 - (a) **Approval of reimbursements.** Mark Smith moved to approve the payment of the reimbursement to Ables Springs VFD for training in the amount of \$1,479.72. This is \$293.10 less than the request but puts Ables Springs at the maximum budgeted amount of \$4,500.00 for training this year. David Wallace seconded the motion. The motion passed unanimously.
 - (b) **Approval of payment of monthly bills and invoices.** David Wallace moved to approve payment to Kristie Jones for clerical duties. Mark Smith 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 \$627,560.29 and the operating account had a balance of \$739.32. The current total for both accounts is \$628,299.61. 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 April was provided to the commissioners. Chuck Carpenter moved to approve the financial report. Mark Smith seconded the motion. The motion passed unanimously.
4. **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 14 calls for the month of March. The calls included 1 Building Fire, 1 Passenger Vehicle Fire, 10 Medical Assists, and 2 Dispatched and Canceled. Average Response Time was 12.92 minutes.

During April, they responded to 19 calls. The calls included 1 Building Fire, 1 Brush Fire, 8 Medical Assists, 2 Motor Vehicle Accidents, 2 Animal Rescues, and 5 Dispatched and Canceled. Average Response Time was 15.29 minutes.

5. **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 31 calls during March and 21 calls for April. They did not provide an incident report.

6. **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 March. The calls consisted of 2 Passenger Vehicle Fires, 23 EMS calls, 14 Motor Vehicle Accidents, 1 Lock-out, 2 Unauthorized Burnings, 2 Dispatched and cancelled, and 1 No Incident Found. Average Response Time was 9.46 minutes.

Elmo reported 52 calls for the month of April. The calls included 1 Building Fire, 1 Grass Fire, 3 Medical Assists, 29 EMS, 14 Motor Vehicle Accidents, 1 Power Line Down, 1 Unauthorized Burning, 1 Dispatched and Canceled, and 1 No Incident Found. Average Response time was 9.29 minutes.

7. **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 31 calls for the month of March. The calls included 2 Building Fires, 3 EMS Assists, 11 Motor Vehicle Accidents, 1 Power Line Down, 1 Public Service, 1 Assist Invalid, 1 Unauthorized Burning, 3 Fill-in, 6 Dispatched and Canceled, 1 Authorized Burning, and 1 No Incident Found. Average Response Time was 10 minutes.

Terrell VFD responded to 34 calls during the month of April. They consisted of 2 Building Fires, 2 EMS Assists, 7 Motor Vehicle Accidents, 1 Fuel Spill, 1 Power Line Down, 1 Smoke Removal, 3 Public Service, 3 Unauthorized Burnings, 1 Fill In, 7 Dispatched and Canceled, 5 Authorized Controlled Burnings, and 1 Windstorm Assessment. Average Response Time was 9 minutes.

Discussion/Action Items

8. **Discuss and consider separating the office of Secretary/Assistant Treasurer to two separate offices: Secretary and Assistant Treasurer; elect officers, if necessary.** Mark Smith moved to separate the office of Secretary/Assistant Treasurer into two positions and elect Tricia Smith as Secretary and David Wallace as Assistant Treasurer. Chuck Carpenter seconded the motion. The motion passed unanimously. Harvey Chitty will see that David Wallace is added to the bank account signature card.
9. **Discuss response by District's attorney to the Fire Department proposals for paid contractors.** The District's attorney, John Carlton, emailed his response to the proposal on April 15, 2020. Kristie Jones shared his response with the board and the fire departments. Harvey Chitty asked each department if they were ready to implement the plan to hire staff to work in their stations. College Mound, Elmo and Terrell are ready to go. Ables Springs said they wanted to use the funds for recruitment and retention. Discussion about hiring staff, the monthly cost based on the proposal, and how the county may have to be restructured in the future was considered. Mark Smith moved to amend the Service Provider Contract to allow up to \$2,600.00 reimbursement per month for each department to pay personnel until the end of this fiscal year. David Wallace seconded the motion. The motion passed unanimously. Harvey Chitty stated the board will review all documentation justifying this expense during this trial period. The District's attorney, John Carlton, said he would draft a simple amendment for our Service Provider Contract.
10. **Discuss VFD 2020-21 Budgets.** The board has received copies of all the proposed 2020-21 budgets. They will review them and this item will be discussed at the June meeting.
11. **Discuss ESD 2020-21 Budget.** The board will look at funds received during 2019-20. This item will be discussed at the June meeting. Hopefully, the board will have received a proposed tax amount we will collect from Kaufman County during the 2020-21 fiscal year.

12. **Discuss and consider policy on public participation during board meetings, and adopting resolution establishing rules for such participation.** The District's attorney, John Carlton, provided the ESD with a Resolution Regarding Public Participation At Open Meetings. Mark Smith moved to adopt the resolution. David Wallace seconded the motion. The motion passed unanimously.

13. **Discuss agenda items, time and date for the next meeting.** Agenda items for June include review of VFD 2020-21 budgets, review of ESD 2020-21 budget, and the adoption of an Investment Policy for the ESD that is required by law.

14. **Adjournment** Mark Smith moved to adjourn at 7:39 p.m. David Wallace seconded the motion. The motion carried.

By: Kristie Jones

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