

KAUFMAN COUNTY EMERGENCY SERVICE DISTRICT #3
MINUTES FROM May 10, 2022

Present: Commissioners: David Wallace, Chuck Carpenter, Chuck Shepard and Eric Porter
Absent: Earl Bourland
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 April 12, 2022 meeting minutes;** Chuck Carpenter moved to approve the minutes from the meeting on April 12, 2022. Eric Porter seconded the motion. The motion passed unanimously.

Reports

5. **Receive monthly report from the Treasurer and consider:**
 - (a) **Approval of reimbursements;** Chuck Shepard moved to replace check 2074 written to Elmo VFD for training in the amount of \$360.00. The first check was lost. The motion was seconded by Chuck Carpenter. The motion passed unanimously.
 - (b) **Approval of payment of monthly bills and invoices;** Eric Porter moved to approve payment of invoices. The invoices consisted of The Carlton Law Firm for \$157.50 for legal fees and Kristie Jones \$700.00 for clerical duties. 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 \$892,827.91 and the operating account had a balance of \$2,796.66. The current total for both accounts is \$895,624.57. 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. Chuck Shepard 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 19 calls for the month of April. There were no missed calls. The calls included 1 Building Fire, 1 Chimney Fire, 11 Medical Assist, 3 Motor Vehicle Accidents, 1 Good Intent, and 1 Smoke Scare. Average response time was 9:07 minutes. Average number of personnel per incident was 4.1. The turn-out time for the month was an average of 2:44 minutes. They received mutual aid 2 times and provided mutual aid 3 times. Training for April included 2 hours EMS training and 4 hours of Fire Training.

Eric Porter asked if they were doing something special in increase personnel participation? They said the morale at the department is great right now and they only had 19 calls for the month.
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 49 calls during April. 23 of the 49 were in ESD 3 and 25 calls occurred in ESD 1. The calls in ESD 3 consisted of 1 Building Fire, 1 Road Freight Fire, 2

Medical Assist, 7 EMS, 6 Motor Vehicle Accidents, 1 Hazardous Condition, 3 Dispatched and Cancelled, and 2 Citizen Complaints. Average number of personnel per incident was 2.9. Average response time was 11:31 minutes. Average turn-out time was 5:16 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 water flow 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 54 calls for the month of April. The calls consisted of 1 Cooking Fire, 1 Road Freight Fire, 1 Brush Fire, 3 Grass Fires, 1 Outside Rubbish Fire, 1 Medical Assist, 22 EMS calls, 13 Motor Vehicle Accidents, 1 Heat from Short Circuit, 2 Public Service, 1 Assist Police, 1 Unauthorized Burning, 3 Dispatched and Cancelled, 1 Smoke Scare, 1 Steam thought to be smoke, and 1 Alarm System. They had no missed calls and requested mutual aid 6 times. They gave mutual aid 6 times. Average response time was 8:36 minutes. Average turn-out time was 2:05 minutes. Average number of personnel per incident was 2.2. April training consisted of 12 hours including: Apparatus and SOP, Fire History, E1 training, and EMS Training. 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 April, TVFD responded to 38 calls. Of these, 34 occurred in ESD 3 and 4 in the City of Terrell. The calls included 2 Building Fires, 1 Road Freight Fire, 2 Natural Vegetation Fires, 2 Grass Fires, 2 EMS, 16 Motor Vehicle Accidents, 1 Arcing, 1 Police Matter, 4 Dispatched and Cancelled, 4 No Incident Found, 2 Authorized Controlled Burnings, and 1 Smoke Detector. Average turnout time was 3:14. Average response time was 12:20 and average number of personnel per incident was 4.6. There were no missed calls. They responded to 9 mutual aid requests and requested mutual aid 2 times. Total time spent on calls was 33:57:38 (H:M:S). They have 22 firefighting members and 1 support member. All members received 2 hours of EMS/ambulance familiarization training, working toward implementing FRO program.

Terrell VFD also submitted their monthly financial report.

Eric Porter asked Terry Van Sickle about his reports being late for 3 or 4 months. Terry said he was aware of that and would get them in by the 8th day of each month in the future.

Terry was also asked about his success with personnel participation. He said tracking time and new members that wanted to be full time firefighters was helping. They sometimes have 2 or 3 extra people at the station in addition to those being paid. Some firefighters are choosing to stay overnight.

Discussion/Action Items

10. **Discuss policy for who can contact the attorney about ESD matters;** David Wallace explained that he cannot call each board member when something comes up due to open meeting rules. A called meeting can be scheduled as long as the notice is posted 72 hours in advance.

Eric Porter said he thought any items that needed to be discussed with the attorney should first be discussed in a meeting. Board approval should be required before contacting the attorney. He agreed that sometimes there are emergencies (example: money missing) when that would not be possible and David would need to contact the attorney.

It was decided to include an agenda item each month for questions or items to be discussed with the attorney.

11. **Discuss agenda items, time and date for the next meeting;** The next meeting will be June 14, 2022 at 7:00 p.m. Agenda items will include adding rotating audits to the Service Agreement and including an item for actions, questions or items to discuss with the attorney.

Volunteer Fire Department budgets should be emailed to Kristie by June 1, 2022 according to the Service Agreement. She will forward them to the board.

There will be a workshop concerning the Agreement for Providing Emergency Services in July.

12. **Adjournment.** Chuck Shepard moved to adjourn the meeting at 7:40 p.m. Eric Porter seconded the motion. The motion carried.

By: Kristie Jones

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