

KAUFMAN COUNTY EMERGENCY SERVICE DISTRICT #3
MINUTES FROM November 12, 2019

Present: Commissioners: Harvey Chitty, Tricia Smith, David Wallace and Chuck Carpenter
Fire Departments: ASVFD, CMVFD, EVFD and TVFD

President Harvey Chitty declared a quorum was present and called the meeting to order.

Tricia Smith made the motion to approve the minutes from the meeting on October 8, 2019
Chuck Carpenter seconded the motion. The motion passed unanimously.

A financial report was given stating the tax account had a balance of \$201,373.48 and the operating account had a balance of \$1,083.98. The current total for both accounts is \$202,457.46. The commissioners were provided with a copies of the bank statements. Kristie 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 October was provided to the commissioners.

Estimate of ESD Funds on December 31, 2019

Based on the tax fund amount on October 31, 2019, Kristie estimated there would be about \$62,000 at the end of the year. The payments made in November and the projected payments for December were subtracted from the current tax account amount.

Harvey Chitty said he would like to disburse these funds to the departments.

Chuck Carpenter said he didn't see how this would benefit the departments at this time since the current fiscal year started October 1, 2019.

David Wallace asked about the contingency fund. If the departments carry insurance on their buildings and trucks, what would these funds be used for.

One answer was if a motor went out on an engine. Motors are not covered by insurance and are expensive to replace.

Peter Esposito said the departments all have their own emergency funds and if something like that happened hopefully the ESD money would just be a short term solution and the funds would be paid back.

Chuck Carpenter said the state manual says an emergency fund should have 6 months of income.

Harvey stated that he sees our emergency fund as a rolling fund. We can use these funds now and they will be replaced in a few months.

Harvey asked the commissioners if they were comfortable disbursing these funds.

Chuck Carpenter made the motion to pay Ables Springs, Elmo and Terrell VFD's an additional \$15,000 in December and to pay College Mound an additional \$7,500. These amounts will be included with their December contract payment. David Wallace seconded the motion. The motion passed unanimously.

Tax Exemption for 65 and over

The commissioners were provided with information from Sarah Curtis at the Kaufman County Appraisal District. She provided the current and future number of properties in Kaufman County with homestead exemptions for residents over 65 and the average market price for each exemption. David Wallace made the motion to table the exemption discussion until budget discussions in 2020. Tricia Smith seconded the motion. The motion passed unanimously.

City of Terrell Annexation

Due to the court upholding the injunction to annex properties into the city of Terrell, this item will no longer be discussed.

Fire Department Proposals for Paid Contractors

The Volunteer Fire Departments are still working on this. They are in discussions with an attorney.

This item will remain on the agenda for December.

Kaufman County ESD 3 Website

Kristie presented a proposal from Kristie Vento PR to design our state mandated website. Kristie Vento PR designed the City of Wills Point and the Wills Point EDC websites plus numerous others. Kristie Vento will complete the task by December 31, 2019 and instruct Kristie Jones how to maintain and upload items to the website.

The cost for the website design is \$1,200.00. Additional costs include the Web Site host - \$180.00 per year, E-mail hosting - \$95.88 per year, and Domain name - \$12.99 per year.

David Wallace made the motion to hire Kristie Vento PR to create and design our website. Chuck Carpenter seconded the motion. The motion passed unanimously.

Kristie Jones will contact the board members for their information that must be included on the website.

The Carlton Law Firm as General Counsel

Kristie presented the information provided by John Carlton about the cost of his firm providing us with general counsel. He would want to see the agenda and minutes each month. He estimates that cost to be \$150-175 per month. He would be available to answer questions we have throughout the month without a separate engagement letter. The questions would be an additional cost.

Chuck Carpenter said he felt sure the \$150-175 would not be the only cost each month.

Tricia Smith voiced her concern and stated she did not think it would be beneficial.

David Wallace said he thought it might really help us this year to make sure we were compliant with all the new laws.

David Wallace made a motion to engage the Carlton Law Firm on a trial basis for one year. Chuck Carpenter seconded the motion. The motion passed with 3 for and 1 against.

VFD Updates

Ables Springs – They reported 19 calls for the month of October. The calls consisted of 1 Building Fire, 1 Vehicle Fire, 1 Grass Fire, 13 Medical Assists, 1 Motor Vehicle Accident, 1 Smoke Removal and 1 Unauthorized Burning.

Average response time to each call was 15.68 minutes.

College Mound – Their responded to 28 calls during October. The calls included 1 Outside Storage Fire, 11 EMS calls, 3 Motor Vehicle Accidents, 1 Power Line Down, 9 Unauthorized Burnings, 1 Dispatched and Canceled and 2 No Incident Found.

Average response time to each call was 15.50 minutes.

Elmo – Their report stated that they responded to 49 calls during October. The calls consisted of 1 Outside Rubbish Fire, 19 EMS, 17 Motor Vehicle Accidents, 1 Service Call, 3 Unauthorized Burnings, 3 Dispatched and Canceled, 3 No Incident Found, 1 Sprinkler Activation, and 1 Severe Weather.

Average response time to each call was 9.21 minutes.

Terrell – They responded to 41 calls during October. The calls included 1 Structure Fire Other, 1 EMS, 10 Motor Vehicle Accidents, 2 Power Lines Down, 1 Building Collapsed, 1 Assist Police, 6 Public Service, 8 Unauthorized Burnings, 6 Dispatched and Canceled, and 5 No Incident Found.

Their average response time to each call was 11 minutes.

Terrell turned in a list of their calls from October 2018 through September 2019. They also submitted a list of their volunteers and training completed.

Public Comments

Kristie provided copies of the ESD audit and compiled financial statements for Ables Springs VFD, College Mound VFD and Terrell VFD. These items will be on the December agenda for discussion and approval.

Kristie also provided a copy of a letter that states our insurance will not be renewed by the current carrier. A second letter stated that we did not need to take any action at this time because our agent would be in contact with us as they transition our coverage to a new insurance company.

Executive Session

The board went into executive session. At the conclusion, Tricia Smith made a motion to increase the clerk salary to \$600 per month starting in December. The motion was seconded by Chuck Carpenter. The motion passed unanimously.

Tricia Smith then made a motion to give the clerk a Christmas Bonus equal to one month's salary. The motion was seconded by Chuck Carpenter. The motion passed unanimously.

Payments

Chuck Carpenter made a motion to pay the reimbursements and invoices. Tricia Smith seconded the motion. The motion passed.

Checks for the following amount were issued:

Elmo VFD - \$6,570.00 (Reimbursement for Training Library)
Misty Culpepper - \$3,750.00 (ESD 2018-19 Audit)
Misty Culpepper - \$2,000.00 – (Ables Springs and Terrell Compiled Financial Reports)
Misty Culpepper - \$850.00 (College Mound Compiled Financial Report)
Kristie Jones - \$500.00 (November Clerical Duties)
Kristie Vento PR - \$1,200.00 (Create and Design Website)

Agenda items for December – Audit and Compiled Financial Statements, Engagement Letter for Misty Culpepper for 2019-2020, Fire Department Proposals on contract labor, Website Update, and Contract Payments with additional funds.

Tricia Smith made the motion to adjourn. Chuck Carpenter seconded the motion. The motion carried.

By: Kristie Jones

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