

KAUFMAN COUNTY EMERGENCY SERVICE DISTRICT #3
MINUTES FROM November 10, 2020

Present: Commissioners: Harvey Chitty, Chuck Carpenter, Eric Porter and Chuck Shepard
Fire Departments: ASVFD, CMVFD, EVFD and TVFD

1. **Call meeting to order.** President Harvey Chitty declared a quorum was present and called the meeting to order at 7:01 p.m.
2. **Welcome new Commissioners Chuck Shepard and Eric Porter.** President Harvey Chitty welcomed Chuck Shepard and Eric Porter. They each gave a brief statement.
3. **Public comment on items not on the Agenda.** Harvey Chitty read the statement about public speaking in our meeting. He asked Commissioner Barber if he would like to speak.
4. **Public comment on Agenda items.** Harvey Chitty read the statement about public comments on Agenda items.

Administrative

5. **Review and consider approval of the October 13, 2020, meeting minutes.** Chuck Carpenter moved to approve the minutes from the meeting on October 13, 2020. Eric Porter seconded the motion. The motion passed unanimously.

Reports

6. **Receive month report from the Treasurer and consider:**
 - (a) **Approval of reimbursements.** Chuck Carpenter moved to approve to the reimbursement to College Mound VFD for training in the amount of \$1,317.00. Eric Porter seconded the motion. The motion passed unanimously.
 - (b) **Approval of payment of monthly bills, invoices and contract payments.** Chuck Shepard moved to approve payments to Misty Culpepper, CPA, \$1,000.00 for Ables Springs VFD 2019-20 Compiled Financial Statement; Misty Culpepper, CPA, \$3,750.00 for KCESD 3 2019-20 Audit; The Carlton Law Firm \$160.87 for legal fees; and Kristie Jones \$600.00 for clerical duties. Chuck Carpenter 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 \$377,331.40 and the operating account had a balance of \$6,377.34. The current total for both accounts is \$383,708.74. 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 September was provided to the Commissioners. Eric Porter moved to approve the financial report. Chuck Carpenter seconded the motion. The motion passed unanimously.
7. **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 24 calls for the month of October. The calls included 2 Brush Fires, 1 Grass Fire, 18 Medical Assist, 1 Motor Vehicle

Accident, 1 No Incident Found, and 1 Authorized Controlled Burning. Average response time was 10.65 minutes. Average number of personnel per incident was 2.42.

8. **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 41 calls during September. 16 of the 41 were in ESD 3. The calls in ESD 3 consisted of 2 Building Fires, 1 Brush Fire, 10 EMS, 1 Motor Vehicle Accident, 1 Assist Invalid, and 1 Dispatched and Cancelled. They also submitted monthly reports for August and September. Average response time was 11.57 minutes. Average number of personnel per incident was 2.5.

9. **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 49 calls for the month of October. The calls consisted of 1 Building Fire, 1 Trash Fire, 1 Grass Fire, 22 Medical Assist, 16 Motor Vehicle Accidents, 1 Dispatched and Cancelled, 6 False Alarm, and 1 Special Incident. Average response time was 11 minutes. Average number of personnel per incident was 3.

10. **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 38 calls for the month of October. The calls included 2 Building Fires, 3 Medical Assist, 5 Motor Vehicle Accidents, 1 Power Lines Down, 1 Smoke Removal, 2 Public Service, 6 Fill-in, 9 Dispatched and Cancelled, 4 Authorized Controlled Burning, and 1 Smoke Detector Malfunction. Average response time was 8 minutes. Average number of personnel per incident was 4.4.

Discussion/Action Items

11. **Action regarding election of officers for the Board.** Chuck Carpenter moved that the officers for the remainder of 2020 and 2021 be President – Harvey Chitty, Vice President – Chuck Shepard, Treasurer – Chuck Carpenter, Secretary – Eric Porter and Assistant Treasurer – David Wallace. The motion was seconded by Eric Porter. The motion passed unanimously.

12. **Discuss and consider 2019-20 Compiled Financial Statements submitted by Misty Culpepper, CPA for Ables Springs VFD, College Mound VFD and Terrell VFD.** This item will remain on the agenda for December to provide more time for the new commissioners to review the documents.

12. **Discuss required training hours for Commissioners.** State law requires each commissioner to complete the Open Meetings training online and then complete 6 hours of training in the first year. Kristie Jones will send information about the online Open Meetings and Ethics classes to Chuck Shepard and Eric Porter.

13. **Consider attendance at Texas State Association of Fire and Emergency Services District (SAFE-D) Annual Conference in 1st Quarter of next year.** This conference will be February 18-20 in Fort Worth. Registration for hotels opens December 1, 2020. The commissioners will attend if the event takes place.

14. **Discuss agenda items, time and date for the next meeting.** Agenda items for December 8, 2020 include approval of Compiled Financial Statements for Ables Springs VFD, College Mound VFD, and Terrell VFD, approval of KCESD 3 2019-20 Audit, and SAFE-D Conference in February.

15. **Adjournment.** Chuck Shepard moved to adjourn at 7:24 p.m. Chuck Carpenter seconded the motion. The motion carried.

By: Kristie Jones

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