

KAUFMAN COUNTY EMERGENCY SERVICE DISTRICT #3  
MINUTES FROM November 9, 2021

**Present:** Commissioners: Harvey Chitty, Chuck Shepard, Chuck Carpenter, David Wallace, and Eric Porter  
Guest: Commissioner Terry Barber  
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 7:00 p.m.
2. **Public comment on items not on the Agenda** Commissioner Barber informed the ESD that Harvey Chitty had decided he did not want to be re-appointed for another term on the ESD Board. Therefore, Commissioner Barber requested the ESD and VFD's to submit names for a replacement. Mr. Chitty's term expires December 31, 2021.
3. **Public comment on Agenda items.** Harvey Chitty read the statement about public comments on Agenda items.

**Administrative**

4. **Review and consider approval of the October 12, 2021 meeting minutes.** Chuck Carpenter moved to approve the minutes from the meeting on October 12, 2021. Chuck Shepard seconded the motion. The motion passed unanimously.

**Reports**

5. **Receive month report from the Treasurer and consider:**
  - (a) **Approval of reimbursements.** David Wallace moved to approve reimbursements to Elmo VFD \$210.00 for training. Chuck Shepard seconded the motion. The motion passed unanimously.
  - (b) **Approval of payment of monthly bills, invoices, and contracts.** Chuck Shepard moved to approve payment of invoices to The Carlton Law Firm for \$127.50, Misty Culpepper for \$3,750.00 for the 20-21 ESD audit and \$850.00 for College Mound VFD 20-21 Financial Statements, and Kristie Jones \$700.00 for clerical duties. David Wallace 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 \$433,060.63 and the operating account had a balance of \$6,320.78. The current total for both accounts is \$439,381.41. 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 October was provided to the Commissioners. Chuck Carpenter moved to approve the financial report. Eric Porter 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 21 calls for the

month of October. The calls included 2 Building Fires, 1 Brush Fire, 3 Grass Fires, 11 Medical Assist, 3 Motor Vehicle Accidents, and 1 Dispatched and cancelled. They had one missed medical call. Average response time was 10:01 minutes. Average number of personnel per incident was 3.4. The turn-out time for the month was an average of 4:03 minutes. Training for September included 2 hours of EMS training and 4 hours of Firefighter Training. They will host their Auction/Chili Supper on December 4 at 5:00 PM.

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 46 calls during October. 31 of the 46 were in ESD 3. The calls in ESD 3 consisted of 8 Grass Fires, 12 EMS, 9 Motor Vehicle Accidents, and 2 Dispatched and Cancelled. Average number of personnel per incident was 2.6. Average response time was 12:58 minutes. Average turn-out time was 4:46 minutes. College Mound VFD submitted their YTD calls for 20-21, proof of insurance, roster and sexual harassment and discrimination policy. College Mound will host a Christmas party on December 17 and want the Commissioners to know they are invited.

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 69 calls for the month of October. The calls consisted of 1 Building Fire, 1 Road Freight Fire, 1 Brush Fire, 9 Grass Fires, 20 EMS calls, 22 Motor Vehicle Accidents, 1 Public Service, 9 Dispatched and Cancelled, 4 No Incident Found, and 1 Authorized Controlled Burning. Average response time was 10:56 minutes. Average turn-out time was 5:09 minutes. Average number of personnel per incident was 2.6. They had 6 hours training.

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.** Terrell VFD responded to 41 calls for the month of October. 36 of 41 calls occurred in ESD 3, 1 occurred in ESD #1, 1 occurred in ESD #6, and 3 in the City of Terrell. The calls included 2 Building Fires, 1 Cooking Fire, 1 Brush Fire, 3 Grass Fires, 19 Motor Vehicle Accidents, 1 Search for Person, 1 Extrication, 1 Water Leak, 1 Unauthorized Burning, 6 Dispatched and Cancelled, 2 Authorized Controlled Burning, 3 Special Type Incidents. Average Turnout Time was 3:19 minutes. Average Response Time was 9:34 minutes. Average number of personnel per incident was 4.2. Total time spent on calls was 36:56:26 (H:M:S). The department currently has 23 firefighting members and 1 support services member. Training included Utility 1 (UTV/Enforcer CAFS) and Heavy Wrecker.

### **Discussion/Action Items**

10. **Discuss and consider steps to collect funds from sales tax;** Eric Porter reported about his visit with a consulting firm at the Safe-D conference. It would cost \$1,500-2,500 for the consulting firm to evaluate the ESD area to determine if a sales tax would be possible. Eric said he didn't think it was worth the expense at this time because there are not any major businesses in the ESD area. Kristie reported that John Carlton's office said they would be willing to assist the ESD should they be interested in calling a sales tax election. This item will remain on the agenda for future discussion.

11. **Discuss and consider rotating audits for the fire departments;** Kristie reported that Misty Culpepper said she could do rotating audits for the VFD's and the cost would be about \$5,000. David Wallace stated he thought it was better to be proactive than reactive. Eric Porter agreed with David.

Chuck Carpenter said that from a banking standpoint an audit doesn't protect you. It doesn't provide recourse if there is theft. It is not a full 100% failsafe. Each fire department has a board that is watching their financials and the ESD is also watching.

Josh Phillips asked about the manpower an audit would take for the fire departments. Kristie will email Misty and inquire. This item will remain on the agenda.

12. **Discuss reporting software and what items each department needs to include so each report is consistent**; Eric Porter stated how much he liked the summary format that Terrell VFD and College Mound VFD uses on their reports. However, he appreciates the fact that the Elmo VFD report is only 4 pages as opposed to the 14 pages in Terrell's report.

Terry Van Sickle will meet with Brandon and Robert go show them his summary format. This item will remain on the agenda.

13. **Discuss and consider Commissioners' terms of office expiring at year end**; The terms of Harvey Chitty and David Wallace expire December 31, 2021. Harvey has chosen to not be re-appointed and Commissioner Barber is looking for his replacement. David Wallace has agreed to be re-appointed for another two year term.

14. **Discuss agenda items, time and date for the next meeting**; Agenda items for December 14, 2021 include a discussion about funds from sales tax, rotating audits for fire departments, and reporting software.

15. **Adjournment**. Chuck Shepard moved to adjourn the meeting at 7:28 p.m. Chuck Carpenter seconded the motion. The motion carried.

By: Kristie Jones

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