

KAUFMAN COUNTY EMERGENCY SERVICES DISTRICT #3  
MINUTES FROM NOVEMBER 14, 2023

**Present:** Commissioners: David Wallace, Jon Leigh, and Ryan Hamilton  
By phone: Earl Bourland  
Absent: Chuck Carpenter  
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 7:33 p.m. Earl Bourland called David's phone and listened to the meeting.
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 October 10, 2023 and October 25, 2023 meeting minutes.** John Leigh moved to approve the minutes from the meeting on October 10 and October 25, 2023. Ryan Hamilton seconded the motion. The motion passed unanimously.
5. **Discuss and take action on closing the tax and operating accounts at American National Bank.** Jon Leigh moved to close both accounts. Ryan Hamilton seconded the motion. The motion passed unanimously.

**Reports**

6. **Receive monthly report from the Treasurer and consider:**
  - (a) **Approval of reimbursements;** There were no reimbursements.
  - (b) **Approval of payment of monthly bills, invoices, and contract payments;** Ryan Hamilton moved to approve payments of bills and invoices. The invoices included Kaufman Central Appraisal District \$3,903.02 (Quarter payment), Kyle Caperton, CPA for \$5,200.00 (ESD 2023 Audit), The Carlton Law Firm for \$1,934.00 (legal fees), Anderson, Marx & Bohl, PC \$1,200.00 (CMVFD Compiled Financial Statement), Visa \$44.08 (phone minutes) and Kristie Jones \$1,000.00 for November clerical duties. John Leigh seconded the motion. The motion passed unanimously.
  - (c) **Approval of monthly financial report;** A financial report was given stating the ANB tax account had a balance of \$18,728.01 (interest of \$2.38 with a service charge of \$15 due to account falling below threshold), the ANB operating account had a balance of 376.91, the TBT operating account with a balance of \$3,779.83, and the TBT tax account with a balance of \$588,506.52 (earning \$1,587.63 in interest during October). The current total for all accounts is \$611,391.27. 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 Listings from American National Bank and Texas Bank and Trust for October were provided to the Commissioners. Jon Leigh moved to approve the financial report. Ryan Hamilton 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 23 calls for the month of October. There were no missed calls. The calls included 1 Building Fire, 1 Road Freight Fire, 17 Medical Assist, 2 Dispatched and Cancelled, and 1 Authorized Controlled Burning. Average response time was 7:06 minutes. Average number of

personnel per incident was 4. The turn-out time for the month was an average of 2:04 minutes. The VFD did not receive mutual aid and provided mutual aid 2 times. Training for October included 6 hours of Fire Training.

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 50 calls during October. 23 of the 50 calls were in ESD 1 and 27 calls occurred in ESD 3. The calls in ESD 3 consisted of 1 Road Freight Fire, 1 Brush Fire, 2 Grass Fires, 2 Medical Assists, 3 Motor Vehicle Accident, 12 Dispatched and Cancelled, 3 Authorized Controlled Burnings and 3 Citizen Complaints. Average number of personnel per incident was 2.2. Average response time in ESD 3 area was 10:15 minutes. Average turn-out time was 4:18. Training consisted of EMS CE's on electrical burns. They had a huge turnout for their National Night Out.

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 64 calls for the month of October. The calls consisted of 1 Building Fire, 1 Trash Fire, 1 Passenger Vehicle Fire, 1 Grass Fire, 13 Medical Assists, 13 EMS calls, 14 Motor Vehicle Accidents, 2 Extrication, 1 Service Call, 1 Cover Assignment, 2 Good Intent, 5 Dispatched and Cancelled, 5 No Incident Found, 2 Authorized Burning, 1 False Alarm, and 1 Detector Activation. They had no missed calls, provided mutual aid 2 times, and requested mutual aid 4 times. Mutual Aid requests may not be 100% accurate due to computer malfunction this month. Average response time was 9:05 minutes. Average turn-out time was 2:45 minutes. Average number of personnel per incident was 3. October training consisted of SOP's, apparatus familiarization, EMS training, and down firefighter and rescue.

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.** During October, TVFD responded to 37 calls. 33 of the 37 occurred in ESD 3, 1 in ESD 6, and 3 in the City of Terrell. The calls in ESD 3 consisted of 2 Building Fires, 1 Passenger Vehicle Fires, 2 Brush Fires, 1 Grass Fire, 3 EMS calls, 11 Motor Vehicle Accidents, 1 Arcing, 2 Unauthorized Burning, 4 No Incident Found, 2 Authorized Burning, 2 Unauthorized Burnings, and 2 Dispatched and cancelled.. They had no missed calls. Average turn-out time was 1:54. Average response time was 9:04 and average number of personnel was 4.4. They responded to mutual aid 8 times and requested mutual aid 8 times. All members received hands-on vehicle extrication at Chub's Towing, including vehicle stabilization, use of hydraulic rescue tools, and patient care/packaging/transport.. They have 24 firefighting members. Total time spent on calls was 38:58:19 (H:M:S).

#### **Discussion/Action Items**

11. **Discuss and take action as needed on Agreement for Providing Emergency Services for Terrell Volunteer Fire Department.** David Wallace explained the attorney did not finish and email the Agreement until this afternoon. The commissioners have not had time to read it. David went on to explain that having a FRO is required in the Agreement and since Terrell VFD is waiting on their certification, it cannot be signed. Jon Leigh moved to give Terrell VFD a copy of the Agreement and then sign the Agreement at the December 12, 2023 meeting. Ryan Hamilton seconded the motion. The motion passed unanimously.

12. **Discuss and take action on Board signatures for Agreement for Providing Emergency Services for 2023-24 for Ables Springs VFD, College Mound VFD, and Elmo VFD.** There was a question about the definition of personal property listed with equipment on page 3, letter H. After discussion, it was determined that this is wording for when a firefighter is in their personal vehicle traveling to an emergency and something happens. The personal property would be considered Fire Department equipment and be covered in case of an accident. Charlie Oldaker withdrew his objection and signed the Agreement for Elmo VFD. Jon Leigh moved to have David sign the three Agreements. Ryan seconded the motion. The motion passed unanimously. David signed the Agreements and will get them to Secretary Earl Bouland to sign. Kristie will then email signed copies to the departments.

13. **Compiled Financial Statements for Ables Springs VFD and College Mound VFD and report from Misty Culpepper, take action as needed.** David asked Brandon Porter and Terry Van Sickle if they had submitted their

department financials to Misty Culpepper for the Compiled Financial Statements. Brandon said he had given her all but one item she had requested and he would send it as soon as he received it. Terry said he spoke with Misty last week and the only thing he still needed to give her was the login to Terrell's online QuickBooks. Jon Leigh moved to approve the Compiled Financial Statements for Ables Springs VFD and College Mound VFD. Ryan Hamilton seconded the motion. The motion passed unanimously. Josh Phillips asked if Misty Culpepper was sending monthly financials for his department. Kristie said no and said she would reach out to Misty.

14. **Fire Station updates, take action as needed.** Josh Phillips reported he had received the GIS mapping of the district with 5 mile radius circles around each department. It is difficult to see on a computer and he is waiting on a physical map. Once he receives the map with the ESD outline and the 5 mile radius circles, he will start adding call volume to each. He said it looks like the I-20 corridor is well covered.

David Wallace spoke with someone from Hunt Properties. He would like permission to give them a letter from the board allowing him to explore a piece of land at I-20 and Wilson Road. This is just exploratory to find out if Hunt Properties plans to be annexed into the city of Terrell or opt out of the ETJ once they develop the land. Josh Phillips pointed out that the location he is talking about is close to the TVFD station at Oak Ridge and Hwy 34. Terry Van Sickle was asked about that station and possibility of expansion. Terry said they only have 1 bay and there is not room for expansion. Peter Esposito asked if it makes sense for the ESD to pursue a property that one day may be completely surrounded by the city of Terrell? David explained this is just to explore and ask questions about Hunt Properties plans. Jon Leigh moved to approve a letter allowing David to inquire and find out future plans. Ryan Hamilton seconded the motion. The motion passed unanimously.

15. **Report from meeting with city of Terrell, take action as needed.** David has not met with the city of Terrell yet. He did see Mike Sims and was given a map that is not correct. David and Chuck Carpenter will set up an appointment for a meeting to discuss future developments and explain what an Emergency Service District is and does with Mr. Sims. Mr. Sims did not appear to know what an ESD was when he spoke to David.

16. **Discuss response areas and city of Terrell map, take action as needed.** David has been to the city of Terrell and spoke with Mike Sims. He was given a map of self-annexation areas at FM 148 and I-20. However, this map is not correct. Terry Barber suggested David and Chuck include Chris Snap, City Engineer, in the meeting with Mr. Sims. Mr. Barber explained he had met with the city of Terrell about determining which roads are now city and which are still county. He is on his third set of maps and they are still a work in progress. Mr. Barber also spoke about the growth and road expansions that are planned for the next two years.

17. **Consider attendance at Texas State Association of Fire and Emergency Services District (SAFE-D) Annual Conference in February 2024.** The conference will be February 22-24 in Irving this year. At this point, no one plans to attend. David will attend if necessary to research information on the sales tax election.

18. **Discuss and take action on Commissioners' terms of office expiring at year end.** The terms of Earl Bourland and David Wallace expire December 31, 2023. David has already discussed with Commissioner Terry Barber about serving another term. Earl is moving and therefore a replacement for his position is necessary. David said he and Commissioner Barber would love recommendations.

19. **Discuss and take action as needed on progress of sales tax election for May 2024.** The attorney provided a memo and calendar for having an election. Some of the items included have already been completed. David is going to set up an appointment with David Williams, Vice President of KCESD 4, and visit with him about the election. ESD 4 (Kemp) recently passed a sales tax election. Jon Leigh said he would be willing to go and meet with Mr. Williams also.

20. **Discuss agenda items, time and date for next meeting.** The agenda for December 12, 2023 will include board signatures for TVFD 2023-24 Agreement, sales tax election, ESD mapping information, and any action needed after meeting with city of Terrell.

Sammy with TVFD spoke to the board about his appreciation for the job they are doing. However, he wants the ESD to go back to the "simple" times when the ESD distributed tax money and let the departments operate how they

wanted and didn't have attorneys involved. David responded by explaining how the ESD became a large district and has to follow different rules and regulations once they started receiving over \$500,000 a year in tax funds. Kaufman County is changing and becoming urban rather than rural and more change is coming. This year Kaufman County ESD 3 is expecting to receive 1.7 million in tax dollars. The money does not stop being tax dollars once it is given to the departments. It is the boards responsibility to provide fire service and emergency services and to contract to provide the best service available. In order to do that, we must follow the advise of attorneys and make sure everything we are doing is legal and following the regulations. For instance, state law allows for mutual aid for emergencies but otherwise it is not legal to use tax payer equipment outside the ESD.

21. **Adjournment.** Ryan Hamilton moved to adjourn at 8:37 PM. Jon Leigh seconded the motion. The motion passed unanimously.

By: Kristie Jones

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