

KAUFMAN COUNTY EMERGENCY SERVICE DISTRICT #3  
MINUTES FROM October 13, 2020

**Present:** Commissioners: Harvey Chitty, Mark Smith, Chuck Carpenter, and David Wallace  
Fire Departments: ASVFD, CMVFD, EVFD and TVFD  
Guests: Commissioner Terry Barber and James Weaver

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.** Harvey Chitty read the statement about public speaking in our meeting. He asked Commissioner Barber if he would like to speak.

Commissioner Terry Barber told the ESD Board he had made a decision on the appointments to the ESD Board. Chuck Shepherd and Eric Porter will fulfill the terms vacated by Tricia Smith and Mark Smith.

They will both need to be sworn in by Judge Hal Richards. This will either take place in Kaufman before the next meeting or Judge Richards can attend the November meeting and swear them in. Terry Barber said he would talk to Judge Richards.

Kristie will email Commissioner Barber to get the contact information for both men.

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 September 8, 2020, meeting minutes.** Mark Smith moved to approve the minutes from the meeting on September 8, 2020. David Wallace seconded the motion. The motion passed unanimously.

**Reports**

5. **Receive month report from the Treasurer and consider:**
  - (a) **Approval of reimbursements.** Mark Smith moved to approve to the reimbursement to Elmo VFD for training in the amount of \$557.52. David Wallace seconded the motion. The motion passed unanimously.

College Mound VFD submitted reimbursements for training to be paid from their unused amount from FY 2019-20 and paid contractors for September. The Board discussed how to do this with the new FY 2020-21 that started October 1, 2020. The minutes from the May 12, 2020 meeting were read to determine the amount and time frame for the reimbursements for paid contractors. The May minutes stated, "Mark Smith moved to amend the Service Provider Contract to allow up to \$2,600.00 reimbursement per month for each department to pay personnel until the end of this fiscal year. David Wallace seconded the motion. The motion passed unanimously." It was determined that during this 4 ½ months each department could receive up to \$11,700.00. Therefore, Mark Smith moved to reimburse College Mound VFD \$2520.00 for paid contractors in September and \$3,683.00 for training from their unused 2019-20 training budget. Chuck Carpenter seconded the motion. The motion passed unanimously.

Mark Smith moved to approve the payment for reimbursement to Terrell VFD for contract labor in September in the amount of \$2,600.00. David Wallace seconded the motion. The motion passed unanimously.

Ables Springs VFD submitted a request for reimbursement in the amount of \$2,600.00 for their stipend in September. Because they had already submitted 4 full months of reimbursement they only had \$1,300.00 left of the \$11,700.00. Mark Smith moved to reimburse Ables Springs VFD \$1,300.00. Chuck Carpenter seconded the motion. The motion passed unanimously.

Mark Smith moved to approve the payment for reimbursement to Elmo VFD for contract labor in September in the amount of \$2,600.00. David Wallace seconded the motion. The motion passed unanimously.

(b) **Approval of payment of monthly bills, invoices and contract payments.** Mark Smith moved to approve payments to Misty Culpepper, CPA \$850.00 (College Mound VFD 2019-20 Compiled Financial Statement); Misty Culpepper, CPA \$850.00 (Terrell VFD 2019-20 Compiled Financial Statement); The Carlton Law Firm \$149.50 for legal fees; Kristie Jones \$600.00 for clerical duties; and Texas Emergency Services Retirement System \$6,600.00 for Terrell VFD Pension. 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 \$394,241.02 and the operating account had a balance of \$1,087.50. The current total for both accounts is \$395,328.52. 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. Mark Smith moved to approve the financial report. Chuck Carpenter 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 28 calls for the month of September. The calls included 18 EMS, 3 Motor Vehicle Accidents, 1 Aircraft Standby, 3 Lift Assist, 1 Mutual Aid, and 2 Dispatched and Canceled. Average response time was 973 minutes. Average number of personnel per incident was 2.68.

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 53 calls during September. 20 of the 53 were in ESD 3. No breakdown for the calls was provided.

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 September. The calls consisted of 1 Building Fire, 1 Rail Vehicle Fire, 3 Grass Fires, 18 Medical Assist, 8 EMS calls, 14 Motor Vehicle Accidents, 1 Rescue, 1 Smoke Removal, 1 Public Service, 3 Dispatched and Canceled, and 3 False Alarm. Average response time was 9:35 minutes. Average number of personnel per incident was 3.

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 22 calls for the month of September. The calls included 1 Building Fire, 1 Heavy Equipment Fire, 6 Motor Vehicle Accidents, 2 Public Service, 1 Unauthorized Burning, 4 Fill-in, 4 Dispatched and Canceled, and 3 Authorized Controlled Burning. Average response time was 9 minutes. Average number of personnel per incident was 4.5.

### Discussion/Action Items

10. **Discuss and consider request from Ables Springs VFD to use unclaimed training funds from FY 2019-20.** After agreeing to reimburse College Mound from their unused training funds in FY 2019-20, there are no unclaimed funds left.
11. **Resignation of Commissioner Mark Smith.** David Wallace moved to accept Mark Smith's resignation from the Kaufman County ESD 3 Board effective at the end of tonight's meeting. Chuck Carpenter seconded the motion. The motion passed unanimously.
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. This item will remain on the agenda to be discussed in November with the new commissioners.
13. **Consider attendance at Texas State Association of Fire and Emergency Services District (SAFE-D) Annual Conference in 1<sup>st</sup> Quarter of next year.** This conference will be in February in Fort Worth. David Wallace said he hopes all the board can attend including Kristie. This item will remain on the agenda to be discussed in November.
14. **Discuss agenda items, time and date for the next meeting.** Agenda items for November 10, 2020 include welcoming 2 new Commissioners, officer elections, required training hours for Commissioners, and SAFE-D Conference in February.
15. **Adjournment.** Mark Smith moved to adjourn at 7:45 p.m. Chuck Carpenter seconded the motion. The motion carried.

By: Kristie Jones

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