

KAUFMAN COUNTY EMERGENCY SERVICE DISTRICT #3
MINUTES FROM October 11, 2022

Present: Commissioners: David Wallace, Chuck Carpenter, Chuck Shepard, and Eric Porter
Absent: Earl Bourland
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 7:00 p.m.
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 September 12, 2022 meeting minutes;** Chuck Carpenter moved to approve the minutes from the meeting on September 12, 2022. Eric Porter seconded the motion. The motion passed unanimously.

Reports

5. **Receive monthly report from the Treasurer and consider:**
 - (a) **Approval of reimbursements;** There were no reimbursements this month.
 - (b) **Approval of payment of monthly bills and invoices;** Eric Porter moved to approve payment of invoices that consisted of The Carlton Law Firm for legal fees in the amount of \$705.50, Misty Culpepper \$1,700.00 (Ables Springs VFD and College Mound VFD's 2021-22 Compiled Financial Statements), and Kristie Jones \$850.00 for clerical duties. Chuck Shepard 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 \$459,713.17, the ANB operating account had a balance of \$3,026.91, and TBT with a balance of \$15,191.30. The current total for all accounts is \$477,931.38. 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. Chuck Shepard 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 20 calls for the month of September. There were no missed calls. The calls included 1 Building Fire, 13 Medical Assist, 1 Motor Vehicle Accident, 2 Unauthorized Burnings, 1 Dispatched and cancelled, 1 Smoke Scare, and 3 Smoke Detector Activations. Average response time was 8:03 minutes. Average number of personnel per incident was 5.7. The turn-out time for the month was an average of 3:05 minutes. They received no mutual aid and provided mutual aid 1 time. Training for September included 2 hours EMS training and 6 hours of Fire Training. They have 21 total members.
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 41 calls during September. 21 of the 41 were in ESD 3 and 20 calls occurred in ESD 1. The calls in ESD 3 consisted of 1 Building Fire, 10 Medical Assists, 3

EMS calls, 13 Motor Vehicle Accidents, 1 Lock-in, 2 Dispatched and Cancelled, and 1 Citizen Complaint. Average number of personnel per incident was 2.7. Average response time in ESD3 area was 12:22 minutes. Average turn-out time was 4:47 minutes. The department currently has 25 firefighting members and 3 support services members. Training consisted of 2 hours traffic management and 2 hours EMS CE.

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 60 calls for the month of September. The calls consisted of 2 Building Fires, 1 Road Freight Fire, 2 Brush Fires, 3 Grass Fires, 26 EMS, 11 Motor Vehicle Fires, 1 Service Call, 1 Water leak, 2 Public Service, 1 Assist invalid, 6 Dispatched and Cancelled, and 1 Authorized Controlled Burning. They had no missed calls and requested no mutual aid. They gave mutual aid 2 times. Average response time was 8:02 minutes. Average turn-out time was 2:14 minutes. Average number of personnel per incident was 2.3. September training consisted of Fire Behavior, PPE donning and doffing, Fire ground health and safety, and Officer development. They currently have 22 members.

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.** During September, TVFD responded to 32 calls. 26 of the 32 occurred in ESD 3 and 6 in the city of Terrell. The calls included 3 Building Fires, 1 Cooking Fire, 1 Road Freight Fire, 6 Grass Fires, 2 EMS, 11 Motor Vehicle Accidents, 1 Power Line Down, 3 Unauthorized Burning, 1 Dispatched and Cancelled, 1 No Incident Found, 1 Smoke Detector, and 1 Special Type Incident. Average Turnout Time was 2:12 minutes, Average Response Time within TVFD's response area was 9:16 minutes, and Average number of personnel on each call was 7.2. There were no missed calls. They responded to a total of 4 aid requests and requested aid 4 times. Total time spent on calls was 30:21:59 (H:M:S).

Discussion/Action Items

10. **Discuss Kyle Caperton's recommendations for an Agreed Upon Procedure to use during FY 2022-23;** David pointed out that if each department follows the recommendations from Kyle Caperton then all the requirements for 501c3 will be met. Chuck Carpenter said this list is a CPA wish list. Terry Van Sickle said he thought all the departments would fail 90% of this list this first year. Josh Phillips and Peter Esposito disagreed and thought their departments could do it without a problem. Brandon Porter said he thought whatever was decided should remain the same for 4 years until every department had completed it. David stated the list would be fluid. If the board realized an item on the list wasn't attainable, then it would be adjusted the following year. Item 5 (Donations) was discussed because this item is sometimes difficult to track in the way Kyle Caperton has it listed. Eric Porter said he thought this item should be removed from the list because the ESD is responsible for tax funds not donated funds. Chuck Carpenter said the ESD board is just asking the VFD to track their budget and make sure they are paying attention and their board is tracking the budget.

Eric Porter moved to remove item 5 and then accept the Agreed Upon Procedures as listed by Kyle Caperton. Chuck Shepard seconded the motion. The motion passed unanimously. Kristie will notify Kyle Caperton.

11. **Consider and sign Engagement Letter from Misty Culpepper for the District's 2021-2022 Audit;** Chuck Carpenter moved to approve the Engagement letter with Misty Culpepper for the ESD 2021-22 audit, in an amount not to exceed \$4,000.00. The motion was seconded by Eric Porter. The motion passed unanimously.

12. **Discuss and consider steps to collect funds from sales tax;** David read a statement from SAFE-D's 2023 Legislative Platform: "SAFE-D will propose legislation to allow ESDs to collect sales tax on electric and gas sales to the same extent as other local governments. SAFE-D will monitor legislation affecting sales tax collection, including collection for online sales." Money was budgeted to investigate adding sales tax to the ESD in the future. David said he would attend the SAFE-D conference in February to visit with the various firms that offer sales tax information.

13. **Discuss required training hours for Commissioners;** All the Commissioners except Chuck Shepard have the required hours. Brandon Porter volunteered to help Chuck Shepard complete his hours online.

14. **Consider attendance at Texas State Association of Fire and Emergency Services District (SAFE-D) Annual Conference in February of 2023;** David Wallace, Chuck Carpenter and Kristie Jones plan to attend.
15. **Discuss agenda items, time and date for the next meeting;** The meeting will be moved to Ables Springs VFD due to November 8 being election day.
16. **Adjournment.** Chuck Shepard moved to adjourn the meeting at 8:06 p.m. Eric Porter seconded the motion. The motion carried unanimously.

By: Kristie Jones

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