

KAUFMAN COUNTY EMERGENCY SERVICES DISTRICT #3
MINUTES FROM OCTOBER 10, 2023

Present: Commissioners: David Wallace, Chuck Carpenter, Jon Leigh, and Ryan Hamilton
By phone: 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. 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 September 12, 2023 meeting minutes.** Chuck Carpenter moved to approve the minutes from the meeting on September 12, 2023. Jon Leigh 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.
 - (b) **Approval of payment of monthly bills, invoices, and contract payments;** Jon Leigh moved to approve payments of bills and invoices. The invoices included Kyle Caperton, CPA for \$3,250.00 (TVFD AUP), The Carlton Law Firm for \$967.50 (legal fees), and Kristie Jones \$1,000.00 for October clerical duties. Ryan Hamilton 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 \$18,740.63 (interest of \$2.63 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 \$4,997.11, and the TBT tax account with a balance of \$543,972.20. The current total for all accounts is \$568,086.85. 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 September were provided to the Commissioners. Chuck Carpenter moved to approve the financial report. Jon Leigh seconded the motion. The motion passed unanimously. Chuck Carpenter requested the closing of the ANB accounts be an item on the November agenda.
 - (d) **Review and approve quarterly investment report for 3rd quarter;** Chuck Carpenter opened the TBT Tax account so the ESD could earn more interest. During the third quarter the account has earned \$4,647.98 in interest. Jon Leigh moved to approve this investment. Ryan Hamilton seconded the motion. The motion passed unanimously. David Wallace thanked Chuck for his decision to do this.
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 38 calls for the month of September. There were no missed calls. The calls included 1 Building Fire, 3 Grass Fires, 21 Medical Assist, 2 Motor Vehicle Accidents, 8 Unauthorized Burnings, 1 Dispatched and Cancelled, 1 No Incident Found, and 1 Smoke Scare. Average response time was 7:06 minutes. Average number of personnel per incident was 4.6. The turn-out time for the month was an

average of 2:07 minutes. The VFD received mutual aid one time and provided mutual aid 4 times. Training for September included 2 hours of EMS training (14 man hours) and 4 hours of Fire Training (34 man hours).

David asked the number of medical assists/EMS calls the department had in September? They responded to 21.

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 59 calls during September. 39 of the 59 calls were in ESD 1 and 20 calls occurred in ESD 3. The calls in ESD 3 consisted of 1 Brush Fire, 6 Grass Fires, 2 Medical Assists, 3 EMS calls, 1 Motor Vehicle Accident, 1 Unauthorized Burning, 5 Dispatched and Cancelled, and 1 Citizen Complaint. Average number of personnel per incident was 2.8. Average response time in ESD 3 area was 11:13 minutes. Average turn-out time was 3:54 minutes. The department currently has 25 firefighting members and 3 support services members. Training was cancelled this month due to Covid.

Medical/EMS calls for the ESD 3 area was 5.

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 74 calls for the month of September. The calls consisted of 1 Other Fire, 1 Building Fire, 2 Brush Fires, 9 Grass Fires, 3 Medical Assists, 19 EMS calls, 13 Motor Vehicle Accidents, 1 Extrication, 1 Electrical Wiring, 2 Assist Police, 2 Public Service, 2 Assist Invalid, 3 Unauthorized Burning, 1 Good Intent, 7 Dispatched and Cancelled, 3 No Incident Found, 1 Authorized Burning, 1 Steam, and 2 Smoke Scare. They had no missed calls, provided mutual aid 7 times, and requested mutual aid 5 times. Average response time was 9:06 minutes. Average turn-out time was 3:56 minutes. Average number of personnel per incident was 3.3. September training consisted of SCBA, apparatus familiarization, EMS training, Driver/op, and TCFP Fire Officer.

Medical/EMS calls totaled 22.

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 49 calls. 43 of the 49 occurred in ESD 3, 1 in Rockwall County, and 5 in the City of Terrell. The calls in ESD 3 consisted of 1 Passenger Vehicle Fires, 6 Brush Fires, 2 Grass Fires, 4 EMS calls, 8 Motor Vehicle Accidents, 1 Arcing, 1 Lock-out, 1 Public Service, 8 Unauthorized Burning, 4 Dispatched and Cancelled, 2 Authorized Burnings, 2 Unauthorized Burning, 1 Smoke Scare, 1 False Alarm, and 1 Alarm System Malfunction. They had no missed calls. Average turn-out time was 2:16. Average response time was 9:44 and average number of personnel was 3.5. They responded to mutual aid 12 times and requested mutual aid 7 times. All members received training on entry using the Fire Association's mobile training trailer during September. One firefighter is working on Fire Inspector 2. They have 24 firefighting members. Total time spent on calls was 43:35:53 (H:M:S).

They had 4 Medical/EMS calls this month.

Discussion/Action Items

10. **Review AUP Report for Terrell Volunteer Department from Kyle Caperton, take action as needed.** Jon Leigh visited with Debbie Taylor from Kyle Caperton's office to clarify an item. There was some confusion about the difference in QuickBooks desktop used by the CPA and QuickBooks online used by TVFD. They finally got the two versions to communicate. David is not sure the board will continue with the AUP's. That will be discussed at a future meeting. Misty Culpepper will still provide Compiled Financial Statements for all 4 departments.

11. **Update on the property purchased by Terrell Volunteer Fire Department, take action as needed:** Terry Van Sickel reported that the purchase is complete after 2 ½ years. They are making payments of \$5000 per month and it will be paid for in 13 more months. David asked why the land was financed when they were given \$80,000.00 to

purchase the land. Terry agreed the \$80,000 was for the land purchase but he explained that at the time, they did not know if they would receive the \$180,000 grant for air packs. Since the bank would do a secured note for the land and a loan for equipment would be unsecured, he thought financing the land would be better. David told the departments he had reviewed the minutes. He reminded the departments that in a past meeting the departments were asked if they wanted the ESD to hold money for capital improvement. Every department responded they wanted to control the funds they would use for capital improvements. David asked again about the decision to not use the designated \$80,000 for the land purchase. Terry said he thought financing the land would be better than trying to finance equipment at \$200,000. Terry said he would correct it if that was what the board wanted. He volunteered to pay off the land note immediately if the board told him to. When the air packs arrive TVFD will owe \$35,000 towards the grant match.

Jon Leigh told Terry he thought his decision was more fiscally responsible.

Chuck Carpenter told Terry it would have been prudent to advise the board about what he wanted to do. The board should have been asked about the decision and any discussion could be recorded in the minutes. David agreed with Chuck that the board should have been asked since the \$80,000 was designated towards the land purchase.

12. **Discuss and take action on the changes to the Agreement for Providing Fire Protection Services for 2023-24.** The attorney advised the board to change Section 4.03 to \$50,000 instead of \$100,000. This item is for notification to the board only. The \$50,000 threshold is the amount that requires departments to obtain bids before purchase. Chuck Carpenter moved to accept this change. Jon Leigh seconded the motion. The motion passed unanimously.

David asked Terry Van Sickle where they stood on their FRO? Terry said they had all the equipment, AED's, etc. and are just waiting on the State inspection to verify and sign off. He expects it to be complete by the end of the month. He will notify Kristie by email once complete. Currently, his department can respond to EMS calls for support and take vitals but not administer oxygen or any kind of medication. David pointed out that Terrell's 2023-24 Agreement requires them to have the FRO and a board of directors. David said he would like to clarify with John Carlton about Terrell signing their Agreement without having the FRO confirmed and without TVFD having a board of directors comprised of a majority of members that are not firefighters (Section 3.02 C). Terry said the department is working towards the board of directors but he is sure what the time frame is. David will set a time for a special meeting for an Executive Session so the board can discuss these items with John Carlton.

Ables Springs VFD, College Mound VFD, and Elmo VFD were given the FY 2023-24 Agreements for Providing Emergency Services to take to their boards for approval. They will return the signed Agreements in November or email them to Kristie. Signing the Agreements will be an agenda item in November. Terry Van Sickle read the TVFD Agreement and returned it until a decision about signing it is made. David told him the TVFD would continue to operate under their 2022-23 Agreement.

13. **Discuss and consider taking action on the purchase of CPR machines for Volunteer Fire Departments.** Brandon Porter explained that Master Medical Equipment is taking pre-orders for the new CPR machines – Lifeline Arm XL. Each machine will cost \$14,500.00. Payment is not due until delivery. This price includes the compression module, frame, backboard, battery pack, backpack carry case, suction cup, stabilization straps, wrist straps (set of 2) and power module charger. They will be ready for delivery during Quarter 1 of 2024. College Mound has previously reported they have one and do not need another one. Chuck Carpenter moved for Brandon to pre-order 3 of the CPR machines at a total cost of \$43,560.00. Ryan Hamilton seconded the motion. The motion passed unanimously.

14. **Discuss required training hours needed for Commissioners.** David explained to Ryan Hamilton that he needed to complete the Public Information Act and Open Meetings Act and then send his certificates to Kristie once completed.

15. **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. If someone chooses to attend, Kristie will register them after registration opens November 1, 2023. Each Commissioner needs 6 hours training every two years.

16. **Discuss progress of sales tax election, take action if needed.** We have not received any information. Kristie emailed the attorney August 3, 2023 about the decision to move forward with an election. She will check with him again before the November meeting.

14. **Discuss agenda items, time and date for next meeting.** The agenda for November 14, 2023 will include closing the accounts at American National Bank, board signatures for VFD 2023-24 Agreements, sales tax election, and any action needed after meeting with John Carlton.

15. **Adjournment.** Ryan Hamilton moved to adjourn at 7:53 PM. Jon Leigh seconded the motion. The motion passed unanimously.

By: Kristie Jones

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