

KAUFMAN COUNTY EMERGENCY SERVICE DISTRICT #3
MINUTES FROM September 12, 2022

Present: Commissioners: David Wallace, Chuck Carpenter, Chuck Shepard, Eric Porter, and 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 August 9 and August 18, 2022 meeting minutes;** Chuck Carpenter moved to approve the minutes from the meetings on August 9 and August 18, 2022. Chuck Shepard seconded the motion. The motion passed unanimously.

Reports

5. **Receive monthly report from the Treasurer and consider:**
 - (a) **Approval of reimbursements;** Eric Porter moved to reimburse Elmo VFD \$755.24 for training and Kristie Jones \$600.21 for mileage during FY 21-22. The motion was seconded by Chuck Carpenter. The motion passed unanimously.

Brandon Porter (attending by phone) said Elmo VFD had another training in the amount of \$850.00. Earl Bourland moved to reimburse Elmo VFD for \$850.00. Eric Porter seconded the motion. The motion passed unanimously.
 - (b) **Approval of payment of monthly bills and invoices;** Chuck Carpenter moved to approve payment of invoices and contract payments. The invoices consisted of The Carlton Law Firm for legal fees in the amount of \$1,911.50, Kaufman County Appraisal District \$2,798.49 for 4th quarter, Kristie Jones \$700.00 for clerical duties, and pension payment for Terrell VFD in the amount of \$3,900.00. The contract amounts included; Ables Springs VFD \$56,250.00, College Mound VFD \$33,750.00, Elmo VFD \$72,500.00, and Terrell VFD \$67,500.00. Earl Bourland 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 \$454,521.83, the ANB operating account had a balance of \$3,026.91, and TBT with a balance of \$252,801.46. The current total for all accounts is \$710,350.20. 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 August was provided to the Commissioners. Chuck Carpenter moved to approve the financial report. Earl Bourland 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 41 calls for the month of August. There were no missed calls. The calls included 1 Building Fire, 5 Grass Fires, 15 Medical Assist, 3 Motor Vehicle Accidents, 12 Unauthorized Burnings, 1 Dispatched and cancelled, 1 No Incident Found, and 3 Smoke Scares. Average response time was 8:48 minutes. Average number of personnel per incident was 5.7. The turn-out time for the month was an

average of 3:15 minutes. They received no mutual aid and provided mutual aid 4 times. Training for July included 2 hours EMS training and 6 hours of Fire Training. They have been averaging 8-12 firefighters at each training.

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 43 calls during August. 26 of the 43 were in ESD 3 and 17 calls occurred in ESD 1. The calls in ESD 3 consisted of 3 Grass Fires, 14 EMS calls, 2 Motor Vehicle Accidents, 1 Cover assignment, 4 Dispatched and Cancelled, 1 No Incident Found, and 1 Citizen Complaint. Average number of personnel per incident was 2.8. Average response time in ESD3 area was 11:43 minutes. Average turn-out time was 3:16 minutes. The department currently has 25 firefighting members and 3 support services members. Training consisted of 2 hours traffic management and 2 hours legal practices.

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 August. The calls consisted of 1 Other Fire, 1 Building Fire, 1 Cooking Fire, 1 Trash Fire, 3 Passenger Vehicle Fires, 3 Brush Fires, 3 Grass Fires, 2 Outside Rubbish, 1 Excessive Heat, 23 EMS, 17 Motor Vehicle Fires, 1 Electrical Wiring, 2 Vehicle Accident Clean-up, 1 Attempted Burning, 1 Assist Police, 1 Unauthorized Burning, 1 Good Intent, 8 Dispatched and Cancelled, 2 No Incident Found, and 1 Smoke Scare. They had no missed calls and requested mutual aid 2 times. They gave mutual aid 4 times. Average response time was 8:59 minutes. Average turn-out time was 3:21 minutes. Average number of personnel per incident was 2.9. August training consisted of 4 hours including Building Construction and Wildfire Tactics. One firefighter has completed Fire Instructor 2 training. 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 August, TVFD responded to 67 calls. 43 of the 67 occurred in ESD 3, 1 in ESD 1, 3 in ESD 6, 5 in ESD 7, 1 in the city of Forney, and 14 in the city of Terrell. The calls included 4 Building Fires, 2 Cooking Fires, 1 Brush Fire, 8 Grass Fires, 1 Crop Fire, 4 EMS, 7 Motor Vehicle Accidents, 1 Swift Water Rescue, 1 Rescue, 1 Gas Leak, 1 Carbon Monoxide, 1 Light Ballast, 1 Service Call, 2 Water Leaks, 1 Smoke Removal, 1 Assist Police, 11 Unauthorized Burning, 11 Dispatched and Cancelled, 4 No Incident Found, and 3 Special Type Incidents. Average Turnout Time was 1:37 minutes, Average Response Time within TVFD's response area was 7:55 minutes, and Average number of personnel on each call was 6.9. There were no missed calls. They responded to a total of 23 aid requests. Total time spent on calls was 68:07:19 (H:M:S).

Discussion/Action Items

10. **Hear from Murrey Paschell and Caperton PC firm about expectations for VFD Rotating Audits;** Kyle Caperton was introduced and then he gave a brief description of his background. The ESD audit, which will begin at the end of FY 2023, will cost \$5,200.00 as explained in his proposal letter. If the board agrees, then he will send an engagement letter to be signed.

As far as the rotating audits for the VFD's, he doesn't encourage someone to do an audit unless they have to. He explained that doing an audit and then waiting 3 years to do another, will be starting over each time. Instead of an audit, he recommends Agreed Upon Procedures. The board will decide what they want him to focus on and he will review those items. This will be an outside CPA reviewing the bookkeeping Misty Culpepper is doing for each of the departments. This would cost about one half the cost of the audit because it is done for an hourly rate.

David Wallace explained that the initial thoughts behind a rotating audit were to prevent a problem and to demonstrate to taxpayers the ESD was doing their part to prevent any problems. He also said when this was discussed with the County Commissioner he thought it was a good idea.

Chuck Carpenter said he liked the idea of the Agreed Upon Procedures. This would allow Misty, the ESD board, and each VFD board to review the departments every year and then have another CPA reviewing one department every 4th year.

Brandon Porter asked Kyle if the records he received from Misty would be all that he needed to complete the Agreed Upon Procedure. Kyle responded that he would most likely need copies of invoices that match their QuickBook records.

Terry Van Sickle asked if the board would be willing to pay for the CPA to spend 1-2 hours going over the items he would need for the Agreed Upon Procedure in advance.

Kyle Caperton said he would email a list of items that the board could consider reviewing. Each item will be priced and the ESD could expect to spend about \$2,500.00 on the Agreed Upon Procedure each year. Kristie will forward the email to the board and departments. This will be an item on the October agenda.

11. **Approve and sign the VFD Agreement for Providing Emergency Services for 2022-23;** The Agreement was signed. Each department has a copy and the ESD has a copy.

12. **Discuss and clarify run types the Commissioners want included in VFD monthly reports;** This item has been clarified since the last meeting. Each department will report their response time for calls within their ESD 3 area on their reports.

13. **Discuss board members touring each fire station;** David would like for each board member to visit each of the four fire departments to get a better idea of their equipment and stations. He would like to start this after the 1st of the year and visit one a month after the ESD board meeting. If a board member wants to do this on their own, they are welcome to.

14. **Discuss agenda items, time and date for the next meeting;** Discuss Kyle Caperton's recommendations for an Agreed Upon Procedure and sign the Engagement Letter sent by Misty Culpepper for the ESD 2021-22 Audit

15. **Adjournment.** Chuck Shepard moved to adjourn the meeting at 7:55 p.m. Eric Porter seconded the motion. The motion carried.

By: Kristie Jones

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