

KAUFMAN COUNTY EMERGENCY SERVICES DISTRICT #3
MINUTES FROM SEPTEMBER 12, 2023

Present: Commissioners: David Wallace, Chuck Carpenter, Jon Leigh, and Ryan Hamilton
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 3, 2023 and August 22, 2023 meeting minutes.** Chuck Carpenter moved to approve the minutes from the meeting on August 3, 2023. Jon Leigh seconded the motion. The motion passed unanimously. Chuck Carpenter moved to approve the minutes from August 22, 2023. Jon Leigh seconded the motion. The motion passed unanimously.

Reports

5. **Receive monthly report from the Treasurer and consider:**
 - (a) **Approval of reimbursements;** Kristie Jones presented a reimbursement for her mileage for fiscal year 2022-23 and the payment for Terrell VFD pension. Jon Leigh moved to reimburse Kristie Jones \$645.83 for her mileage during FY 2022-23 and Terrell's pension contribution. Chuck Carpenter seconded the motion. The motion passed unanimously.
 - (b) **Approval of payment of monthly bills, invoices, and contract payments;** Chuck Carpenter moved to approve payments of bills and invoices. The invoices included Kaufman Central Appraisal District for \$3,251.44 (quarterly payment), The Carlton Law Firm for \$1,619.50 (legal fees), and Kristie Jones \$850.00 for September clerical duties. Ryan Hamilton seconded the motion. The motion passed unanimously. The contract payments were addressed later in the meeting
 - (c) **Approval of monthly financial report;** A financial report was given stating the ANB tax account had a balance of \$18,753.00, the ANB operating account had a balance of 376.91, the TBT operating account with a balance of \$1,611.29, and the TBT tax account with a balance of \$855,418.53. The current total for all accounts is \$876,159.73. 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. Ryan Hamilton 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 30 calls for the month of August. There were no missed calls. The calls included 1 Building Fire, 1 Passenger Vehicle Fire, 2 Grass Fires, 12 Medical Assist, 3 Motor Vehicle Accidents, 7 Unauthorized Burnings, 1 Cover Assignment, 2 Dispatched and Cancelled, and 1 Smoke Detector Activation. Average response time was 6:19 minutes. Average number of personnel per incident was 5.8. The turn-out time for the month was an average of 1:58 minutes. The VFD received mutual aid one time with 9 departments responding and provided mutual aid 4 times. Training for August included 2 hours of EMS training and 4 hours of Fire 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 61 calls during August. 31 of the 61 calls were in ESD 3 and 30 calls occurred in ESD 1. The calls in ESD 3 consisted of 1 Building Fire, 2 Off-road Vehicle Fires, 1 Brush Fire, 1 Outside Rubbish Fire, 1 Trash Fire, 7 Medical Assists, 3 EMS calls, 4 Motor Vehicle Accidents, 1 Gasoline Spill, 1 Gas Leak, 1 Oil Spill, and 6 Dispatched and Cancelled. Average number of personnel per incident was 2.6. Average response time in ESD 3 area was 11:44 minutes. Average turn-out time was 3:18 minutes. The department currently has 25 firefighting members and 3 support services members. Training consisted of 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 64 calls for the month of August. The calls consisted of 1 Building Fire, 1 Mobile Home Fire, 1 Off-road Vehicle Fire, 1 Forest Fire, 7 Grass Fires, 18 EMS calls, 11 Motor Vehicle Fires, 1 Gasoline Spill, 2 Gas Leaks, 1 Service Call, 1 Lock-out, 2 Assist Police, 2 Public Service, 4 Unauthorized Burning, 5 Dispatched and Cancelled, 1 No Incident Found, 1 Smoke Scare, 1 Steam, and 3 False Alarms. They had no missed calls, provided mutual aid 7 times, and requested mutual aid 6 times. Average response time was 8:17 minutes. Average turn-out time was 3:45 minutes. Average number of personnel per incident was 3.6. August training consisted of SOP's, apparatus familiarization, EMS training and Vent training in Crandall. The department will go back to Crandall in October for interior training. Total training hours were 8.

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 49 calls. The calls consisted of 3 Building Fires, 2 Passenger Vehicle Fires, 4 Brush Fires, 4 Grass Fires, 1 Medical Assist, 7 EMS calls, 6 Motor Vehicle Fires, 1 Animal Problem, 2 Public Service, 3 Unauthorized Burning, 1 Cover assignment, 5 Dispatched and Cancelled, 7 No Incident Found, 1 CO Detector, and 2 Smoke Detector activation. They had no missed calls. Average turn-out time was 1:32. Average response time was 8:53 and average number of personnel was 5.9. They responded to mutual aid 10 times and requested mutual aid 6 times. All members received training on initial incident command responsibilities and radio communications skills during August training. One firefighter completed Fire Inspector 1 and is continuing on Fire Inspector 2. They added 4 new members this month. Total time spent on calls was 60:11:27 (H:M:S).

David Wallace spoke to Terry about his reports being consistently late. Terry said he had tried to delegate the reports to three different people with no success. He said from now on, he would always complete them himself.

Discussion/Action Items

10. **Report from Kyle Caperton about progress on VFD Rotating Audit, take action as needed.** David talked with Kyle Caperton today. He reported that he still had not received the items he had requested from Terrell VFD. Kristie provided the commissioners with copies of the emails between Kyle Caperton, Terry Van Sickle, and Kristie Jones. Terry said he was a volunteer, his family comes first and everything was requested during their busy grass fire season. Terry went on to say that what the auditor requested was a lot and some of it would have to be re-created (ex: bank reconciliations). Josh Phillips asked about what was being required. Brandon Porter asked if Kristie could email the list of AUP's that were presented by Kyle Caperton several months ago. Kristie will email the list Terry received and the original email with the AUP's to the departments.

David asked the commissioners for their input. Chuck Carpenter said he understood that Terry was a volunteer and his family comes first but he had committed to the audit. He asked Terry about a time frame to have everything submitted. Terry asked the commissioners if they were planning to withhold his departments contract payment? He said he thought that would set a bad precedent. David Wallace responded saying he believes the commissioners are at fault if they think there might be a problem and they continue to send money. They have a responsibility to the tax payers. He continued by saying some board members think you are pushing the board just to see how long until we do something. Jon Leigh asked if he could have everything turned in by Friday, September 22? Terry said he could have everything to Kyle Caperton by then. Chuck Carpenter moved to set a deadline for all the information to be submitted to the CPA by Friday, September 22. Jon Leigh seconded the motion. The motion passed unanimously.

Chuck Carpenter moved to withhold the Terrell Volunteer Fire Department contract payment of \$100,000.00 until Friday, September 22 or until everything Kyle Caperton has requested is submitted to the CPA office. Jon Leigh seconded the motion. The motion passed unanimously. David requested Kristie email the CPA and provide him with this decision and ask that he sends confirmation of receipt of the TVFD information. David will hold the check until receipt of confirmation.

Jon Leigh moved to approve contract payments to Ables Springs VFD for \$72,250.00, College Mound VFD for \$38,000.00, and Elmo VFD for \$100,000.00. Ryan Hamilton seconded the motion. The motion passed unanimously.

11. **Report on progress of updates to VFD Agreement for Providing Emergency Services for 2023-24:** The attorney's office is still working on incorporating the changes we requested, therefore, the previous Agreement needs to be extended. Jon Leigh moved to extend the Fiscal Year 2022-23 Agreement for Providing Emergency Services until an updated Agreement is received. Chuck Carpenter seconded the motion. The motion passed unanimously.

12. **Discuss and consider taking action on the purchase of CPR machines for Volunteer Fire Departments.** This item will remain on the agenda until Brandon Porter receives information about the new CPR machines.

13. **Discuss progress of sales tax election, take action if needed.** We have not received any information. Kristie has emailed the attorney and will check with him again before the October meeting.

14. **Discuss agenda items, time and date for next meeting.** The agenda for October 10, 2023 will include discussion of Kaufman County GIS mapping of the area surrounding each department and the number of calls within each area. This will help provide information about a future station.

15. **Adjournment.** Jon Leigh moved to adjourn at 7:58 PM. Chuck Carpenter seconded the motion. The motion passed unanimously.

By: Kristie Jones

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