

KAUFMAN COUNTY EMERGENCY SERVICES DISTRICT #3

MINUTES FROM September 10, 2024

Present: Commissioners: David Wallace, Jon Leigh, Chuck Carpenter, Ryan Hamilton, and Billy 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. Brandon Porter told the board he would be resigning as EVFD Chief effective October 1, 2024. He will be replaced by Randy Brumbelow. David thanked Brandon for everything he has done while serving as EVFD Chief.
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 13 and August 22, 2024 meeting minutes.** Chuck Carpenter moved to approve the minutes from the meeting on August 13, 2024. BR Bourland seconded the motion. The motion passed unanimously. Chuck Carpenter moved to approve the minutes from the August 22, 2024 Special Meeting. Ryan Hamilton seconded the motion. The motion passed unanimously.
5. **Executive Session: Clerk Annual Review;** David Wallace moved into executive session at 7:05 p.m. for the board to discuss annual review of the ESD Clerk.
6. **Resume Open Meeting;** The board resumed the open meeting at 7:13 p.m. BR Bourland moved to increase the clerk salary for FY 2024-25 to \$1,200.00 per month. Jon Leigh seconded the motion. The motion passed unanimously.

Reports

7. **Receive monthly report from the Treasurer and consider:**
 - (a) **Approval of reimbursements;** Reimbursements included \$699.22 to Ables Springs VFD for District-wide training of ICS 400 class and \$774.52 for 2023-24 mileage to Kristie Jones. Jon Leigh moved to approve the reimbursements. 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, invoices and contract payments. The bills included Carlton Law Firm \$1,720.70 (legal), Kaufman County Appraisal District \$3,906.65 (4th Quarter payment), and Kristie Jones \$1,000.00 (September clerical duties). The contract payments included Ables Springs VFD \$83,087.50, College Mound VFD \$43,700.00, Elmo VFD \$115,000.00, and Terrell VFD \$92,000.00. Ryan Hamilton seconded the motion. The motion passed unanimously.
 - (c) **Approval of monthly financial report;** A financial report was given stating the TBT operating account with a balance of \$2,667.16 and the TBT tax account with a balance of \$1,151,825.80. The current total for both accounts is \$1,154,492.96. The tax account earned \$3,641.63 interest this month and has earned \$36,325.70 YTD. 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 Texas Bank and Trust for August were provided to the Commissioners. Chuck Carpenter moved to approve the financial report. Jon Leigh seconded the motion. The motion passed unanimously.

8. **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 Structure other than building, 2 Building Fires, 1 Vehicle Fire, 3 Grass Fires, 19 EMS Calls, 1 Person in Distress, 2 Public Service, and 1 No Incident Found. Average response time was 6:49 minutes. Average number of personnel per incident was 6.1. The turn-out time for the month was an average of 2:04 minutes. The VFD received mutual aid 1 time and provided mutual aid 2 times. Training for August included 6 hours of Fire Training and ICS 400 class.

9. **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 August. 27 of the 53 calls were in ESD 1 and 26 calls occurred in ESD 3. The calls in ESD 3 consisted of 3 Grass Fires, 1 Outside Equipment fire, 3 Medical Assist, 9 EMS calls, 2 Motor Vehicle Accidents, 1 Unauthorized Burning, 2 Dispatched and cancelled, 1 No Incident Found, 1 Authorized Controlled Burning, 2 Smoke Detector Activation, and 1 Citizen Complaint. Average number of personnel per incident was 3.2. Average response time in ESD 3 area was 10:49 minutes. Average turn-out time was 4:26. Training included Protocol review for EMS 1st Responders. They currently have 25 firefighters and 3 support service members.

Josh told the board that Emergency Reporting has been purchased by ESO. Therefore, they will be searching for a new vendor and the monthly reports may look a little different in the future.

10. **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 79 calls for the month of August. The calls consisted of 1 Building Fire, 1 Mobile Home Fire, 1 Road Freight Fire, 2 Brush Fires, 6 Grass Fires, 6 Medical Assists, 25 EMS calls, 14 Motor Vehicle Accidents, 2 Public Service Assistance, 1 Assist Police, 2 Public Service, 5 Assist Invalid, 2 Unauthorized Burning, 2 Good Intent, 5 Dispatched and Cancelled, 1 No Incident Found, 1 Prescribed Fire, 1 Smoke Scare, and 1 Special Type Incident. They had no missed calls, provided mutual aid 4 times, and requested mutual aid 2 times. Average response time was 8:20 minutes. Average turn-out time was 4:46 minutes. Average number of personnel per incident was 3.6. August training consisted of SOP's, Apparatus, EMS training, and SCBA maze training. Currently, they have 22 members.

11. **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 78 calls. 70 of the 78 were in ESD 3, 1 in ESD 1, and 7 in the City of Terrell. The 70 calls consisted of 2 Building Fires, 6 Grass Fires, 1 Outside Rubbish, 1 Medical Assist, 30 EMS calls, 10 Motor Vehicle Accidents, 2 Public Service, 2 Assist Invalid, 3 Unauthorized Burnings, 6 Dispatched and cancelled, 3 No Incident Found, 1 Alarm System, 1 Passenger Vehicle Fire, 1 Road Freight Fire, and 1 Lock-in. They had no missed calls. Average turn-out time was 1:44. Average response time was 9:35 and average number of personnel was 4.1. They responded to mutual aid 9 times and requested mutual aid 1 time. They have 23 firefighting members. Total time spent on calls was 51:04:51 (H:M:S).

Discussion/Action Items

12. **Discuss and consider adoption of a Resolution to Establish Rules Regarding Recordings of Open Meetings by Persons in Attendance;** David read the Resolution and explained that recording a meeting can only happen if intent to do so is established before the meeting begins. Chuck Carpenter moved to adopt the Resolution. Jon Leigh seconded the motion. The motion passed unanimously. At future meetings the sign in sheet will include a place to indicate if you plan to record the meeting.

13. **Submission of VFD Agreement for Providing Emergency Services for 2024-25 for Ables Springs VFD, College Mound VFD, and Elmo VFD;** Ables Springs VFD and College Mound VFD submitted their Agreements and Chain of Command (Exhibit B). Brandon Portor reported the board for Elmo VFD had not read the Agreement. He will email Elmo's after they sign it and the ESD Board will sign it at the October meeting.

14. **Discuss Terrell VFD Agreement for Providing Emergency Services 2024-25, take action as necessary;** Jon Leigh moved to give Terrell VFD a 2024-25 Agreement to Provide Emergency Services. Ryan Hamilton seconded the motion. The motion passed unanimously. Kristie will email the Agreement to President Danny Potts and Chief Robert Caughron.
15. **Discuss agenda items, time and date for next meeting.** The next meeting will be Tuesday, October 8, 2024. The meeting will include submission of Agreements for Elmo VFD and Terrell VFD.
16. **Adjournment.** Ryan Hamilton moved to adjourn at 7:36 PM. Jon Leigh seconded the motion. The motion passed unanimously.

By: Kristie Jones

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