

MIUNUTES OF REGULAR MEETING
EMERGENCY SERVICES DISTRICT NO. 2
REGULAR MINUTES – MARCH 19, 2020

1. Call to Order and establish quorum

- This meeting is available for public participation via conference call. Call-in information has been posted in the meeting notice on the District's website and on the door of the meeting place for at least 72 hours prior to the meeting time. This meeting is being recorded electronically and a copy of the recording can be made available to anyone requesting such under the Public Information Act.
- Called to order at 5:30 pm
- Quorum established; all commissioners present

2. Invocation

3. Pledges of Allegiance, U.S. and Texas

4. Consent Agenda: Minutes, Treasurer's Report, Pay Bills

- Motion to approve the Consent Agenda was made by Jimmy Lehmann, seconded by Kevin Bragg and the motion passed unanimously.

5. Receive monthly report from CareFlite

- Report was previously emailed to our officers and CareFlite presented its contents via conference call
- Peoria is now FRO compliant and 2604 is renewed
- All training has been suspended for at least 30 days
- Careflite is asking VFDs not to attend calls, unless they are asked. However, Careflite will not stop them.
 - Reasons they are asked not to attend: they are volunteers and have work related responsibilities in other areas. If they should catch the virus their personal insurance could cover them, but ESD #1's coverage would not begin for two weeks. Second reason is because CareFlite does not have enough masks to furnish the VFDs; they have to make sure they have enough for their own crews. Careflite is asking if VFDs do still want to attend calls that they wait outside; coming inside will cause more issues.
 - As of now, this request is limited to residential house calls and not wrecks, but it's still requested that patient contact be limited.
- No action taken, for information only

6. Receive monthly report from AEL

- Report was previously emailed to our offices. No action taken, for information only

7. Report on facilities. Discuss with possible action

- Whitney – No issues to report
- Hubbard - Estimate to replace roll up doors with sectional doors
 - Loop 340 Overhead Door submitted a bid to replace the roll up doors nearest the living quarters with sectional doors, but the two on the outside can't be replaced because of the roof pitch. Total cost would be \$4,158.97
 - James with CareFlite spoke with the technician who does not recommend replacing the doors. His recommendation is to allow them to readjust the limits on the doors every three months. Over time, the limits expand up and down and it continues to try and push both up and down, throwing the chains. James does not have a price on what the quarterly visits would cost, but based on previous calls, he's estimating \$150. CareFlite asked about a maintenance contract for a scheduled repair. They do not have that service, someone would just have to call them every three months. CareFlite suggests getting a second opinion.
 - The board discussed the possibility of CareFlite employees or a board member adjusting the limits themselves. CareFlite will also look for another company to give a second opinion on repairing/replacing the doors.
 - Kevin went by to look at the light needing repair. The "eye" is plastic and broken, and water leaking inside could be causing it to short out. An electrician needs to look at it, but the junction box could still be good. Bob will see about picking up the parts needed.

8. Discuss and take possible action regarding submission of 2019 Audit to Hill County Commissioner's Court

- The audit will be sent to Judge Lewis, along with an attached letter stating he can call any board member if he would like them to present the audit personally. A return receipt will be requested, so we have a verification it was received.
- Motion to approve sending the 2019 Hill County ESD #2 audit to the Commissioner's Court was made by Bob Stahl, seconded by Dan Giles and the motion passed unanimously.

9. Review with possible action VFIS Insurance coverage and renewal of policy

- Summary of coverage was previously sent to board members; shows coverage on four buildings in Whitney and one in Hubbard
- The board discussed the different coverages. Jimmy Lehmann was concerned on coverage for individual board members if they should be sued. Tad will have Jimmy contact David Hubbard directly about his concern.
- Motion to approve renewing VFIS coverage was made by Dan Giles, seconded by Kevin Bragg and the motion passed unanimously.

10. Discuss and consider review of Records Management Program, including: appointing Records Management Officer, appointing Public Information Officer and authorize filing with State Library and Archives Commission

- The program is run by the State of Texas and determines how long we have to keep certain records. Generally the secretary of the board is the Records Management

Officer. This requires us to fill out and submit a form to the Texas State Library and Archive Commission.

- This means that the secretary would be responsible for overseeing the disposable of possible records
- Our attorney, John Carlton, is our Public Information Officer
- Motion to appoint Dan Giles as our Records Management Officer was made by Kevin Bragg, seconded by Jimmy Lehmann and the motion passed unanimously.
- Motion authorizing Tad Duncan to file the paperwork with the Texas State Library and Archive Commission was made by Bob Stahl, seconded by Kevin Bragg and the motion passed unanimously.

11. Status of RFPs for Itasca Station

- We have approximately 5 RFPs out at this moment, and we are waiting on sealed bids for those. Bids are due Friday, March 27th, at 5:00pm.
- April 1st, at 9:00am, we will hold a short meeting to open the sealed bids. We will verify they meet all criteria. Jimmy Lehmann and Kevin Bragg will serve on the evaluation committee, to make sure bids meet the criteria and possibly rank bids according to their findings. Then as a board a final decision will be made.

12. Open forum --- Members of the public may speak for three (3) minutes

- It was mentioned previously in the meeting that next month's meeting could possibly be held via teleconference
- VFDs present briefly discussed what inventory they had on hand to be able to assist with calls, in regards to dealing with the virus. Several VFDs have said they aren't responding to calls unless CareFlite specifically requests their assistance.
- There is concern, because county dispatch isn't answering their calls on the radio. Whitney has asked CareFlite to take over dispatching for them, and it seems to be working out well. The board said they will see about following up on the issue.
- Tad informed those present that the ESD #2 now has an office phone, and he provided the number.

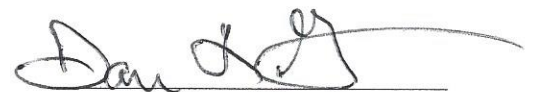
13. Set date, location, and time of next meeting or workshops

- The next meeting is April 1st to open the sealed bids
- The next regular meeting is April 16th at 5:30pm at the current location; but final location and manner will be determined according to mandates in regards to the virus.

14. Adjourn

- 6:23pm

Dated this the 19th day of March, 2020.



Dan Giles, Secretary
Emergency Services District No. 2
Hill County, Texas