

NOTICE

CALLED BOARD MEETING PALO PINTO COUNTY EMERGENCY SERVICES DISTRICT #1 MINUTES

A Called Session of the Palo Pinto County Emergency Services District # 1 Board met on the 17th day of November, 2016, at 3pm in the County Courtroom, Palo Pinto County Courthouse, Palo Pinto Texas.

The following subjects were discussed, considered, passed, or adopted to-wit.

- Call to order and establish quorum. President Lynn Reasoner called the meeting to order at 3:06pm. Commissioners present were Lynn Reasoner, Ricky D. Jones, Doug Jordan, and Carolyn Land. Bob McCormick was absent.
- Public Comments-No one wanted to address the Board. Mike Pool attended the meeting.
- Minutes of previous meeting- Land- Ricky made a motion to approve the minutes as written. Doug second. Motion passed 4-0.
- Approve /Reject bids from Fire Departments for equipment purchased in excess of \$50,000.00 dollars- None of the VFD presented bid information. Point of discussion will be to add EMS to this line item for future Agenda's.
- Treasures report –Mistie presented the following Treasurer report:
 - Approval of checks written since last meeting –No checks were written since the last meeting.
 - Approval of accounts payable –The following invoices were submitted for payment: Pro Power draft \$65.73, Midcom, Inc \$600, Batteries and Bulbs \$3,767.35, City of Mineral Wells \$980.97(reinvestment tax) and Palo Pinto Appraisal District \$4,916.89. Commissioners felt the City of Mineral Wells tax reinvestment invoice was too high. Ricky felt that it would be of interest to find out how the tax statement was figured. The invoice to the City of Mineral Wells is not due. Carolyn made a motion to pay the invoices that were submitted except for the City of Mineral Wells plus an invoice from LKCM in the amount of \$265.17 for one month's r tower antenna rental. Ricky second. Motion passed 4-0.
 - Approve/Reject reconciliation of bank statements from previous month-Commissioners reviewed the bank statement and check book. Both reflected a balance of \$557,121.50. Ricky made a motion to accept the Treasurer's report and approval of reconciliation of bank statement for October. Doug second. Motion passed 4-0.
- Amend budget for 2016 as necessary. Mistie reviewed the 2016 Budget that showed an increase of taxes collected this month by \$8,400. Budget amendments that are needed is adding the \$36,000 that was collected from the County and distribution by ESD Check in the amount of \$36,000 to Mineral Wells EMS. Adjust salary for Administrative Assistant with increase of \$13,000. Mineral Wells Tax Increment Financing reinvestment zone increased \$460.97. Both the Mineral Wells Tax Increment Financing reinvestment and Administrative Assistant salary increase totaling \$13,460.97 will come out of the Contingency Reserve. Ricky made a motion to amend the 2016 Budget as presented. Doug second. Motion passed 4-0.
- Discuss/Amend 2017 Budget-No amendments were necessary.
- Discuss and Consider action to retain The Carlton Law Firm to represent the District- Commissioners reviewed the Carlton Law Firm contract. Ricky made a motion to accept the contract with John Carlton Law Firm. Doug second. Motion passed 4-0.
- Report/Action Mike Simpson on County Communication Issues- Mike explained that Graford Tower had taken an electrical hit. It is only operating on half power. Need to get amplifier fixed and he suggested ordering a spare. Mike felt that he had seconds for about all components to keep Fire Net running.

Gordon radio issues are resolved. Gordon is asking for radios to be reprogrammed. It was suggested that Ricky visit with Chief Arthur James about radio frequency changes.

- Convene in executive session- ESD # 1 will convene in executive session as authorized by Texas Government Code Section 551.072 (Deliberate Regarding Real Property). Before any closed meeting is convened, the Presiding Officer will publicly identify the section of the Act authorizing the closed meeting. All final votes, action or decisions will be taken in open meeting. ESD #1 went into executive session at 3:55pm. ESD reconvened 4:35pm. No action was taken.
- Approve/Reject distribution of tax monies to Volunteer Fire Departments.
 - Discussion with Possum Kingdom Lake VFD Board regarding radios- PK East Board reported that PK East volunteer Kiowa Crow would call Carolyn and ask instructions regarding getting the radios programmed. Carolyn reported that Kiowa had text her. She asks for samples of radios that are needed to be programmed with passwords removed. She also asked for all portable radios to be gathered at the station with passwords removed and the model and make on all truck radios. A date for radio reprogramming can then be scheduled. Commissioners agreed that a letter needed to be written to PK East that outlined efforts to get PK East VFD contract signed. Two deficiencies remain: HB 1295 and reprogramming radios. Commissioners felt that all 2016 tax funds need to be distributed by December 31, 2016 since the deadline to submit Annual Reports and Contracts was July 1, 2016. Carolyn and Misty were asked to write a letter and mail it as soon as completed because of deadlines involved.
- Discuss/ Review efforts for County meeting with VFD/EMS as "Kick Off for Matrix Consulting" Robert Finn from Matrix has confirmed that he will attend the County meeting on Tuesday, November 22, 2016 at 6pm. Misty will call all Chiefs and remind them of the "Kick Off meeting".
- Consideration rewriting criteria VFD Contracts and Annual Reports with Volunteer Fire Departments-Criteria for the Contract and Annual Report was discussed. Lynn discussed training concerns for all VFD Departments. Both Weatherford College and SFFMA information will be part of the Annual Report. Misty and Carolyn will try to pull the VFD reports together for consideration at the next meeting.
- Report from Palo Pinto Emergency Manager-Chad Jordan Report- Chad would like to look at toning multiple departments out and evaluating response time. Unity from dispatch of each department needs attention. Departments using training skills at fire scenes remains a concern of the ESD. Safety officer training and criteria was discussed.
- Discuss response in "Name" on Palo Pinto County Tax Invoice- Mistie reported that after a visit with Linda Tuggle and Stacy Choate it was apparent that a name change on the Tax Statement might be more problematic than first thought. The initials FRD is a computer code for ESD tax funds. If the code is changed it might not allow the Tax office to be able to review tax history. Stacy Choate was in Austin this week for training and she reported that the Computer Company that prints Tax Statements will run a test this weekend. More information will be available later.
- Items submitted by Commissioners for discussion.
- Set date for next meeting. The next meeting will be on December 8, 2016.
- Adjourn-The meeting adjourned 5:44pm.

Dated this the 20th Day of November 2016

By Carolyn Land Carolyn Land, Secretary The Palo Pinto County Emergency Services District #1 Board reserves the right to adjourn into executive session at any time during the course of the meeting to discuss any of the item listed above, as authorized by Texas Government Code Section 551.073 [Consultation with Attorney], 551.072 [Deliberations about Real Property], 551.073 [Deliberations about gifts and donations], 551.074 [Personnel matters], 551.076 [Deliberations about security devices], and 551.086 Economic development]. Before any closed meeting is convened, the Presiding Officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions or decisions will be taken in open meeting.