

# NOTICE

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## 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 5th day of January, 2017 at 3:00 PM at the County Courtroom, Palo Pinto County Courthouse, Palo Pinto Texas.

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

- Call to order and establish quorum. - President Lynn Reasoner called the meeting to order at 3:10pm. Commissioners present were Lynn Reasoner, Carolyn Land, Ricky Jones, Doug Jordan, and Michael Henderson.
- Swearing in of appointed ESD Commissioners. Jeannette Green, County Clerk, delivered the Oath of Office to Ricky Jones and Michael Henderson. Appropriate paperwork was signed and stamped and filed.
- Public Comment-There were no visitors in attendance.
- Election of Officers for the 2017 year-Ricky made a motion for Lynn Reasoner to continue as President. Ricky resend the motion. Carolyn made a motion to vote on a slate of Officers that include President-Lynn Reasoner, Vice-President Doug Jordan, Treasurer- Ricky Jones, Secretary-Carolyn Land, Assistant Secretary-Treasurer Michael Henderson. Ricky second. Motion passed 5-0.
- Minutes of previous meeting's- Ricky made a motion to approve the minutes as written. Doug second. Motion passed 5-0.
- Treasures report –Mistie provided the following report:
  - Comanche National Bank Signature card- ESD #1 signature card for Comanche National Bank needed to be signed by all ESD Commissioners. Michael provided appropriate documentation to the Bank. Comanche National provided a new signature card. Carolyn made a motion that all Commissioners sign the Bank Signature Card. Ricky second. Motion passed 5-0.
  - Approval of checks written since last meeting- One check to the US Postal Service for P. O. Box 460 for \$86 had been written since the last meeting. Ricky made a motion to approve the check. Doug second. Motion passed 5-0.
  - Amend motion from December 15, 2016 meeting regarding radios-At the December 15, 2016 meeting the following motion was passed:
    - Bob made a motion to purchase through American Communication 16 radios for a total fund request including additional battery of \$5,900.00. Doug second. Motion pass 5-0.
    - After discussion about the specific numbers in the motion, the following amendment was made:
      - Doug made a motion to increase number of radios to 18 and approve the amount to \$6,146.00. Ricky second. Motion passed 5-0.
  - Approval of accounts payable- The following invoices were submitted for payment: VFIS \$22,657, Palo Pinto County \$7,591.64, American Communications \$6,146, Talley \$516.18, MidCom \$360 (Programing Graford radios), LKCM RG LP (Chestnut Tower) \$2,917.59 and a draft Pro Power for \$56.29. Doug made a motion to approve accounts payable. Ricky second. Motion passed 5-0.
  - Approve/Reject reconciliation of Bank Statement- Mistie explained that the printed Bank Statement from Comanche National Bank had not been received. A copy of the December Bank Statement will be used for reconciliation. Both the Bank statement and the check book reflect a balance of \$609,063.81. Doug made a motion to approve the reconciliation of the check book. Ricky second. Motion passed 5-0.

- Amend 2016 Budget- No 2016 Budget amendments were necessary.
- Amend 2017 Budget – Misty asked that all Commissioners review 2017 Budget. Mistie was asked to call Mike Edgin about line items in 2016 budget that still are not paid. Commissioners discussed taxes that have currently been collected. A shortfall of tax collection to date was expected. Mistie was asked to continue with a monthly report.
- Discussion/Action VFIS Insurance on ESD policies. Review paperwork on A & S policy-Lynn asked Carolyn to call VFIS and get a report on exact coverage in the A & S policy. Carolyn reviewed the paperwork that was included in the policy. Crime coverage on the Treasurer was filed in the County Clerk office and stamped as received. All VFD and EMS are now covered under the A & S policy. A letter will be written to each department with this information and forms will be provided.
- Approve/Reject distribution of tax monies to Volunteer Fire Departments. Mike has read PK East truck radios. He will write a program and will return later to program the radios.
- Approve /Reject bids from Fire Departments for equipment purchase in excess of \$50,000.00 dollars. No Departments submitted bids.
- Report/Consider/Discuss EMS in the County- Robert Finn, Matrix Consulting-Robert Finn was meeting with Graford Fire Chief Will Bounds at the time of this meeting. Mistie reported that Robert had only one more meeting with Santo VFD and she thought he would be finished with interviews.
- Presentation Care Flite- Jim Schwartz, CEO of Care Flite, presented a video and power point presentation to Commissioners.
- Approve/Discuss training for ESD Commissioners- An overview of Safe-D conference in San Marcos on March 9-11 was shared with new Commissioners. Mistie completed County Travel Forms that were signed. Itinerary will be secured and shared at future ESD meeting.
- Report/Discussion on rewriting/distribution of VFD Contracts and Annual Reports-Directors reviewed the Annual Report and discussed items that need to be included in the Report. It was agreed to ask Departments how many Air packs they have and age of these Air packs. There was also discussion about amending the VFD contract instead of preparing a new contract. Mistie was asked to call the Carlton Law Firm and ask how HB 1295 would affect this decision. A priority will be to get the Reports to Departments by the end of January.
- Report/Discussion on rewriting/ distribution of EMS Contracts and Annual Reports- Copies of the Contract and Annual Report for EMS will be provided at the next meeting for approval.
- Report from Palo Pinto Emergency Manager-Chad Jordan-Lone Camp has asked to be on the Agenda for next month. Lone Camp First Responders will be represented by Mike McCaully at the next meeting.
- Report Mike Simpson on County Communication Issues- Mike programed, delivered and trained Graford Emergencies Service volunteers on radios. Mike explained that programing radios in Lewisville is difficult when radios are used in Palo Pinto. The paging program “Who is Responding” was set on the wrong frequencies for Graford. Mike ask that ESD pay his registration and travel expense to attend Texas Conference on Emergency Management in San Antonio in May 2017. Commissioners tabled consideration until next meeting.
- Report/ Discuss/ Approve joining SFFMA for all VFD Departments- Doug made a motion to pay for VFD Department SFFMA membership. Michael second. Motion passed 5-0. Commissioners agreed that Departments should be encouraged to pay for their members SFFMA membership. A statement to that affect will be included in the Annual Report.

- Report on Status of 2016 Audit-Mistie and Carolyn have begun the process. All deadlines have been met to date.
- Set date for next meeting-The next meeting will be January 19, 2017. February ESD meeting dates were tentatively set for February 9 & 16, 2017.
- Adjourn- The meeting adjourned at 7:05pm

Dated this the 8<sup>th</sup> Day of January 2017  
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.