

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 12th day of December 2017, 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 3pm. Commissioners present were Lynn Reasoner, Doug Jordan, Michael Henderson, Ricky Jones, and Carolyn Land.
- Public Comments and Announcements Between 25 and 30 people from the County attended the meeting. Glen Chambers addressed the Board. He thanked the Board for their service. He is a member of the PK Lake Board and added that they put a lot of work on the RFP. He discussed the intangibles that are part of the PK Lake EMS committee knowledge, experience, etc. Hoped all the intangibles would be considered.
- Minutes of previous meeting-Land-Doug made a motion to approve both sets of minutes as written. Michael second. Motion passed 5-0.
- Treasures report – Mistie & Jones
 - 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: Sacred Cross \$39,000 (January 2018), Midcom Inc., \$620 (programming), Midcom Inc. \$3,026.40 (parts), Midcom Inc. \$600 (monthly maintenance) Ricky made a motion to approve accounts payable. Michael second. Motion passed 5-0.
 - Approve/Reject reconciliation of bank statements from previous month-Commissioners reviewed the bank statement and check book. Both reflect the same ending balance. Ricky made a motion to accept reconciliation of bank statement. Doug second. Motion passed 5-0.
 - Amend 2018 budget- No amendments were considered.
- Amend budget for 2017 as necessary- Mistie outlined the following amendments to close the 2017 budget: Fees increase in GL Acct Appraisal \$2,253.55, GL Acct Distribution to EMS Entities \$117,000.00, GL Acct 5055 Insurance \$906.00, GL Acct Legal fees \$5,000.00, GL Acct ESD training \$500.28. Funds will be taken from GL Acct Contingency reserve \$8,159.55, GL Acct 5050 EMS Start Up \$117,000.00, GL Acct ESD travel for training \$500.28. Doug made motion to approve the 2017 budget amendments. Michael second. Motion passed 5-0. Mistie was questioned about timeline for Audit material. Mistie has not received Audit but felt it would come after the first of the year.

- Monthly Report/ Efforts County EMS/Sacred Cross EMS- Dustin Wright reported 49 Calls for service. Chute time average was 0.87. Bert Witherspoon explained information found on monthly spreadsheet provided.
- Report November Sales Tax Election Collection- Mistie explained to the Board details of the process of collecting sales tax in the unincorporated area of the County. State Comptroller's office will direct deposit into the ESD #1 bank account tax collections. The first deposit might be received after the first quarter of the year sometime in April.
- Report/Discuss/Consider AFG Grant for Radios (P25)-Mike Simpson & Doug Henderson-This grant is several years out but is for radios. Determining ESD #1 eligibility will be the first step in qualifying for this grant. Commissioners would like to pursue this grant. Mike said he will attending a grant writing workshop. Mike made a motion to pursue the communication grant. He believes this grant is for 100% funding. Doug second. Motion passed 5-0.
- Report Radio install/FireNet Tower operations- Mike Simpson- Mike explained that Kenwood parts are ordered for repairs. Fire Central was off the air for several days. He had to rework equipment. By purchasing parts on eBay, he was able to put equipment back together. He reminded the Board that someday digital changes were coming.
- Approve /Reject bids from Fire Departments for equipment purchased in excess of \$50,000.00 dollars. No bids were submitted for consideration.
- Consider membership SFFMA for all Volunteer Fire Departments-Lynn explained the need for Departments to be members of SFFMA. Carolyn reported that SFFMA has already mailed out invoices to all VFD. Carolyn wanted to notify Departments that ESD #1 would pay for SFFMA Department membership. Michael made a motion to pay SFFMA Department membership. Doug second. Motion passed 5-0. Carolyn will continue to work on securing an invoice for Department dues.
- Report/Consider criteria VFD Contract and Annual Report-Carlton Law Firm- Lynn suggested that we table this agenda item. Michael made a motion to table. Ricky second. Motion passed 5-0. Lynn ask that Carolyn and Mistie work on the VFD contract and be prepared to make recommendations at the next meeting.
- Review 911 Call Sheets- Mistie ask that this item be tabled. Ricky made a motion to table. Doug second. Motion passed 5-0.
- Discuss/Consider/Approve RFP for EMS services for the County-Lynn asked if all commissioners have reviewed copies RFP. Lynn thanked the people that submitted RFP's for all their work and interest in EMS service for the County. Lynn asked the RFP committee to make a recommendation to the Board regarding the 2 submitted RFP's. Michael stated that the committee met and scored the RFP's and that the recommendation was to hire Sacred Cross EMS. Ricky made a motion to accept the RFP from Sacred Cross and enter into contract. Doug second. Motion passed 5-0.
- Report/Consider Palo Pinto County Emergency Management reorganization and Job Description- Commissioners Court is ready to post the job description for a Fire and EMS Coordinator. The job

description will be posted in the local newspaper, Mineral Wells Index. Mike volunteered to try and post on a State website. Applications are available from Mistie or at the Court House. Lynn asked Mike and Ricky to serve as an interview committee. Commissioner's Court ask for a recommendation by January 22, 2018.

- Report registration SAFD Conference 2018-Mistie reported that she sent in membership check and registration for 6 Commissioners to SAF-D. Forms still need to be completed. County Commissioners informed ESD that they will interview for positions on the ESD Board after the first of the year. ESD Commissioners will be appointed by January 22, 2018.
- Set date for next meeting-Next meeting will be January 17,2018.
- Adjourn The meeting adjourned at 4:00pm.

Dated this the 15 Day of December 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.