

NOTICE

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

A called session of the Palo Pinto Emergency Services District # 1 Board met on the 7th day of February 2018, at 3pm in 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. The meeting was called order by President Lynn Reasoner at 3:03pm. Commissioners present were Lynn Reasoner, Roger Keller, and Carolyn Land. Mike Henderson and Ricky Jones did not attend. A quorum was established.
- Public Comments and Announcements-There were a number of visitors present. Glen Chamber announced Tina Ulbrich as the new EMS Coordinator for PK East EMS. Tracey McCloud introduced himself as new Chief at Palo Pinto VFD.
- Report/Discuss/Approve Request from Sheriff Brett McGuire regarding personnel utilize FireNet- Brett ask for permission to utilize FireNet for his officers when they are in various parts of the County. Carolyn made a motion to allow the Sheriff's office to utilize FireNet at his discretion. Roger second. Motion passed 3-0.
- Minutes of previous meeting-Land- Roger made a motion to accept the minutes as written. Lynn second. Motion passed 3-0.
- Treasures report – Mistie & Jones
 - Approve contract Comanche National Bank- Comanche National provided a new Depository Contract bid for consideration. Commissioners reviewed the contract. Carolyn made a motion to sign the contract with Comanche National Bank. Roger second. Motion passed 3-0.
 - Approval of checks written since last meeting- Mistie explained three checks had been written since the last meeting. With the approval of the Sacred Cross contract at the last ESD meeting, two checks were written to Sacred Cross EMS, one partial monthly payment and adjusted first quarter payment. A T & T bill for services. Carolyn made a motion to complete paperwork to draft ESD account for A T & T payment. Roger second. Motion passed 3-0. Carolyn made a motion to approve checks written since the last meeting. Roger second. Motion passed 3-0.
 - Approval of accounts payable –The following invoices were submitted for payment: Palo Pinto County Auditor \$7,958.73, A T & T \$102.06, Midcom \$1,040, Midcom \$600, Advanced Travel Expense to SAF-D conference for Mistie, Lynn, Ricky, Mike, Roger for \$480(additional day for meals) and Carolyn for \$450.00.
 - Approve/Reject reconciliation of bank statements from previous month-Mistie went over the bank statement and provided the check book to Commissioners. After reviewing both, Carolyn

made a motion to pay the invoices submitted and approve the reconciliation of the bank statement. Roger second. Motion passed 3-0.

- o Amend 2018 budget- There were no amendments required.
- Monthly Report/ Efforts County EMS/Sacred Cross EMS-Dustin reported that there were 48 911 calls for service. Chute time was one minute. ESD radio inventory was provided. All radios have arrived and are installed. Dustin was excited to get started with full time service. All employees have been hired. Thought the new group had a good mixture of youth, training and 911 experience. Roger ask about Sacred Cross relationship with Air Evac. Dustin reported good relationship working with the hospital and Air Evac. Bert expressed thanks for hospitality to Palo Pinto VFD.
- Report on Sacred Cross EMS contract/housing- Circle M Real Estate presented a one-year contract for providing a house in Gordon for Sacred Cross. Carolyn explained signing the contract was necessary so that the owners of the house could purchase insurance on the building. No rent was requested by the owner. Carolyn made a motion to pay \$100 a month to Circle M Real Estate for rent on the house to offset insurance expense. Roger second. Motion passed 3-0. Carolyn was asked to call VFIS and question liability coverage. Mistie explained there are still funds in the EMS line of the budget. Carolyn suggested that utilities in Gordon and Graford could be paid using remaining funds in EMS line. Carolyn made a motion to pay utilities for both EMS housing at Gordon and Graford. Roger second. Motion passed 3-0. Discussion needs to be held with community leaders. Dispatch EMS protocol needs to be adjusted because of the 3 Sacred Cross ambulances. Protocol changes will be done through the Sheriff's office. Lynn appointed a Sacred Cross housing committee of Carolyn and Roger to take care of any issues that might arise with the Sacred Cross EMS move into housing and starting 24/7 service on February 15, 2018.
- Report/ Discuss/Approve Resolution 911 Map Changes requested by Mineral Wells- Mistie explained that after the resolution is passed that she will notify the CAG about changing the EMS map. Changes on the EMS map are requirements with the State for certifications. Mike Pool explained the one change requested and need of boundary lines on the EMS map. Mutual Aid agreements have been signed by Sacred Cross and Mineral Wells EMS. Commissioners questioned Sacred Cross about other Mutual Aid agreements between the various surrounding Counties. Carolyn made a motion to pass an amendment to the 2017 resolution to make the boundary change for Mineral Wells EMS to Highway 180 west at the Brazos River Bridge. Mike Pool and Mike Simpson report approval for a communication equipment grant that will be shared with all emergency entities in Palo Pinto County.
- Report Radio install/FireNet Tower operations, parts inventory and radio programing- Mike Simpson- Mike talked to Commissioners about another grant for communication equipment needed for tower upgrades. This grant request focus is for the rural areas such a Palo Pinto. Radio programing for Mineral Wells is complete and Palo Pinto VFD programing will be done tonight. Mike reported that he ordered Kenwood repeaters for \$800 that will be used for spare parts. Funds are in the budget for spare parts. Mike also reported that TDEM Emergency Manager conference is scheduled for San Antonio. He felt the conference was productive and will make arrangements to attend. He provided Sacred Cross EMS a radio training session. Sheriff dispatch protocol needs to be in the place as soon as the new position of Fire -EMS Coordinator is hired. Dustin reported that Flower Mound gave Sacred Cross radios and Dustin ask if they can be programed. Mike will check radios for program service.
- Approve /Reject bids from Fire Departments for equipment purchased in access of \$50,000.00 dollars. No bids were submitted.

- Report/Consider /Approve criteria VFD Contract and Annual Report-Carlton Law Firm- Commissioners reviewed changes to the Annual Report. Carolyn made a motion to accept the changes to the Annual Report and get Reports to Departments as soon as possible. Roger second. Motion passed 3-0.
- Review 911 Call Sheets- Consideration of 911 call sheet was tabled until next meeting.
- Discuss/ Consider Graford ambulance status in the County-Graford ambulance is still parked at Dempsey. Dustin requested a part off the cot support system in the ambulance. A trip to check out the status of the cot support system will be arranged.
- Review/Consider Palo Pinto part-time County Fire & EMS Coordinator Job Application and Interviews- Mistie reported that 3 interviews had been done and 3 are scheduled. A final decision will hopefully be made in the near future.
- Report on Sales tax Election report- Mistie reported that we are waiting for first check from the Comptroller office to arrive. May, 2018 is the expected date for the first deposit.
- Report registration & itinerary SAFD Conference 2018- Itinerary and registrations were reviewed. Some Commissioners wanted to arrive on Wednesday so that they could attend classes on Thursday. Carolyn made a motion to write checks for Advanced Travel Expense to SAF-D conference. Roger second the motion. Motion passed 3-0.
- Set date for next meeting-March 21,2018
- Adjourn- Meeting adjourned at 5:40pm

Dated this the 10th Day of February 2018

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.