

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 21st day of March 2018, 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, Mike Henderson, Roger Keller and Carolyn Land. Ricky Jones did not attend.
- Public Comments and Announcements -No one wanted to address the Board. Approximately 25 people attended the meeting.
- Report/Discuss/Approve Dispatch Protocol-Sheriff Brett McGuire request ESD letter- A review of the letter regarding Dispatch Protocol was reviewed and discussed. Lynn read aloud the Memo from the Sheriff that addressed VFD dispatch when a helicopter is requested by EMS.

Mike brought up what would happen if there was no response from a VFD. There was discussion about response times. Mike made a motion to allow a 2-minute response time be put in place for first VFD and then dispatch a second VFD. Roger second. Motion passed 4-0. Carolyn made a motion to send the Sheriff a letter stating protocol changes were acceptable. Mike second. Motion passed 4-0.

- Approve Minutes of previous meeting-Land- Mike made a motion of accept the minutes as written. Roger second. Motion passed 4-0.
- Treasures report – Mistie & Jones
 - Approval of checks written since last meeting – Mistie reported that one check to Moody Gardens Hotel was written since the last meeting \$1,487.85.
 - Approval of accounts payable – The following invoices were presented for payment: American Communications \$1,762.50, AT & T \$102.08, Karen Thompson, CPA \$525.00, Bennett's Printing \$178.00, Midcom, Inc. \$600.00, Pro Power (draft) \$51.97, SBA Structures, LLC \$6,945.72, 2 The Carlton Law Firm \$127.50, & \$632.50.
 - Approve/Reject reconciliation of bank statements from previous month- Commissioners reviewed the bank statement and check book. Carolyn made a motion to pay the one check written since the last meeting, invoices submitted in accounts payable and approve the reconciliation of the bank statement. Mike second. Motion passed 4-0.
 - Amend 2018 budget-No amendments were necessary. Discussion continued on the comparing this year's budget to last year.

- Monthly Report/ Efforts County EMS/Sacred Cross EMS- Dustin Wright presented a detailed report on Sacred Cross calls into the County with the beginning of full EMS service. February busy month. Twenty-one calls for first 3 days. All new employees received training and doing things the Sacred Cross Way. Averaged 1.06 minutes chute time. Forty-nine 911 transports. Total response time for February 15.7. Dustin talked about shift in weather and folks enjoying PK Lake. Sacred Cross met with Brazos River Authority about lake activities and identifying areas of the lake and boat ramps. Lynn ask about radio transmission in Gordon. Dustin suggested that communication in Gordon is better. Roger ask about ambulance at Graford and distance in going to PK Lake. Dustin pointed out that they will look at the numbers and will be flexible about truck location. Bert told Commissioners that they had been in communication with Erath County. They are working on mutual agreements for an area in Erath County that is easier to access from Gordon. Bert reviewed history of Sacred Cross in Palo Pinto County. He pointed out the ESD's efforts in correcting lack of EMS services in the County. He assured the Board that Sacred Cross will be successful. He pointed out that he wants to move forward and provide quick, courteous, and compassionate care. Mike made a motion to accept Sacred Cross report. Roger second. Motion passed 4-0. Mistie reported that BRA had called and ask that Sacred Cross be stationed at Observation point for the summer. Lynn visited with Robert Box, Chief Lake Ranger, about training and facilities at PK Lake that could be used during the summer months. Commissioners agreed this was positive location and partnership with BRA.
- Report/ Discuss 911 EMS Map Change Request-Mistie outlined the process of changing the 911 EMS map. Both Roger and Mike showed interest in dispatch equipment and changes that are necessary in efforts to correct the EMS map. Mike Simpson will be part of the team that works on the map changes and dispatch equipment.
- Discuss/Report Automatic Aid Agreement- Doug Henderson defined: 1. Mutual Aid- call when you need help. 2. Automatic aid call- help is in route. Water supply is critical. Objective is to create a water shuttle system. Auto Aid agreements would help with ISO rating. Question? What resources do I have and what resources do I need? Ask for ESD to accept Automatic Aid Agreement. Ask ESD to come up with a common Automatic Aid Agreement for the County. If the ESD agrees to an Automatic Aid Agreement it would require yearly, monthly and bi-monthly training. Require training where departments must train with neighboring departments equipment. There would be a need for communication training. Automatic Aid also requires dispatch updates. Dispatch is not capable of simultaneous mutual dispatch because of dated equipment. NIMS training is also going to be necessary. Discussion continued with interest from the entire County to participate in Auto Aid. Incidence management structure level would need to be organized. Commissioners discussion regarding all of the above indicated an interest. Newly appointed Fire Chief would need to be involved in details and training.
- Report/Discuss with PK East Board Glen Chambers Air Evac landing- PK East VFD wrote a note requesting a meeting to write protocol for the County on landing helicopter. Glen acknowledge that much of what they requested was covered in the Sheriff memo. Scott Parrish addressed the Board about building Helicopter pads. Pads are being built with latitude and longitude information. Scott will pass location and coordinates for pads to all Emergency Services. Pad at Gaines Bend is complete. Other neighborhoods are considering building additional pads.
- Approve/Report Radio install/programing FireNet Tower operations (purchase of batteries)- Mike Simpson- Mike was absent due to illness. Due to battery damage at all towers in the recent ice storms, it was recommended that all batteries be replaced. Mike submitted a battery quote from Batteries & Bulbs for \$3,399.40. Mistie pointed out there is funds in Communication line item. Funds to purchase would come from communication budget. Mike made a motion to approve the expenditure. Carolyn second. Motion passed 4-0.

- Discuss/Approve Memorandum of Understanding on NCTTRAC grant-Ryan Dunn attended the meeting to update Commissioners on this Grant. He presented the details which included an ESD #1 stipulation. A Memorandum of Understanding explained that each entity that receives equipment is responsible for a \$500 deductible for insurance on any equipment damaged. Ryan reported they received \$113,000 from grant. Radio equipment will be owned by NCTTRAC but forever loaned to Palo Pinto County for EMS use. Carolyn made a motion for Lynn to sign Memorandum of Understanding that approves an insurance deductible for \$500. Mike second. Motion passed 4-0.
- Report/Consider/Approve Sale of Equipment Palo Pinto VFD- Tracy McCloud-Tracy was not in attendance.
- Approve /Reject bids from Fire Departments for equipment purchased in excess of \$50,000.00 dollars. - No bids were submitted.
- Report/Consider /Approve criteria VFD Contract and Annual Report-Carlton Law Firm-Tabled
- Review 911 Call Sheets- Mistie provided January's call sheets for review. Commissioners reviewed. No action.
- Consider/Approve recommendation for Palo Pinto Part-time County Fire Chief & EMS Coordinator Job- Carolyn introduced Gary Lee. She explained that the Interview Committee completed interviews. The Committee recommended Gary Lee for this new position. Commissioners reviewed his credentials. Carolyn made a motion to hire Gary Lee as Palo Pinto County Fire Chief and EMS Coordinator. Mike second. Motion passed 4-0. Chief Lee will be introduced in Commissioner's Court on Monday, March 26, 2018. He will officially begin work on this date.
- Report status on Sales tax Election collections- Carolyn explained to Commissioners that after visiting with several business owners it was learned that collection of additional sales tax in the unincorporated areas would begin in April. The Comptrollers Office had only recently sent a letter advising of tax changes to business owners. It was thought that deposit of sales tax in an ESD account would not occur until the end of the 3rd quarter. Mistie pointed out addresses on boundary line have been requested from ESD #2. Details for tax collection are still being worked on.
- Consider/Approve Resolution regarding Telecommunication exempt status for sales tax- A copy of an Order repealing the application of exemption from sales and use tax for telecommunications services was reviewed. Carolyn made motion to sign a resolution repealing the exemption for sales and use tax in the unincorporated areas. A copy of the resolution and minutes will be sent to the Comptrollers Office authorizing the repeal for these taxes. Carolyn made a motion to sign the Resolution. Mike second. Motion passed 4-0.
- Report SAFD Conference 2018-Discussion- Training Certification from SAF-D conference were requested for the Audit. To date no certificates have been emailed. All Commissioners sent attendance information to SAF-D.
- Approve/Reject/Consider distribution of tax monies to Volunteer Fire Departments- Mistie provided financial information. Carolyn reported that in addition to considering total funds available for distribution a 2011 tax lawsuit was recently ruled on and will require ESD #1 to refund collected taxes from 2011 forward on accounts identified. A tax fact sheet was provided to each Commissioner with additional tax collection information. Review of each VFD Annual Report was conducted. Commissioners reviewed Lone Camp VFD Annual Report. Mike made a motion to pay \$40,000 to departments until more information was received on refund. Commissioners also discussed a second payment to Departments and a process of distribution if funds are available later in the year. Mike made a motion to pay Lone Camp VFD \$40,000. Carolyn second. Motion passed 4-0. Brazos VFD was reviewed. Carolyn made a motion to pay Brazos VFD \$40,000. Mike second. Motion

passed 4-0. Strawn VFD Annual Report was considered. Mike made a motion to pay Strawn VFD \$40,000. Carolyn second. Motion passed 4-0.

- Set date for next meeting-April 11, 2018.
- Adjourn- Adjourned at 5:37pm

Dated this the 23rd Day of March 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.