

# NOTICE

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

Palo Pinto County Emergency Services District # 1 Board met on the 13th day of December 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. President Lynn Reasoner called the meeting to Order at 3:10pm. Commissioners present were Lynn Reasoner, Michael Henderson, and Carolyn Land. Commissioners not present were Ricky D. Jones and Roger Keller. Commissioners were told Ricky Jones had submitted his resignation.
- Public Comments and Announcements- No one wanted to address the Board.
- Approve Minutes of previous meeting-Land- Mike made a motion to approve the minutes as written. Carolyn second. Motion passed 3-0.
- Treasures report – Mistie

### Regular checking

- Approval of checks written since last meeting –No checks written since the last meeting.
- Reconciliate the bank statement- Commissioners reviewed the bank statement and check book. Both reflect the same ending balance. Mike made a motion to approve the reconciliation of the bank statement. Carolyn second. Motion passed 3-0.
- Approval of accounts payable- The following invoices were submitted for payment: Midcom \$600, Post Office Box Rent \$92.00, and First Net \$83.80. Mike made a motion to pay accounts payable. Carolyn second. Motion passed 3-0. Mike made a motion to pay the SAFE-D membership \$1,100. Carolyn second. Motion passed 3-0.
- Amend 2018 Budget- Mistie presented amendments to the 2018 Budget. Each Commissioner was given a handout that outline each line item amendment. Commissioners reviewed all. A copy of the proposed amendments is attached to the minutes. Mike made a motion to approve the amendments and amend the 2018 Budget accordingly. Carolyn second.

Motion passed 3-0.

- Amend 2019 budget- No amends were required.

### Sales Tax checking

- Approval of checks written since last meeting- No checks were written since the last meeting.
- Reconciliate the bank statement- Commissioners reviewed the bank statement and checkbook. Both reflect the same ending balance. Mike made a motion to approve the reconciliation of the bank statement. Carolyn second. Motion 3-0.
- Approval of accounts payable- The following invoices were submitted: Mindy Scrivner \$394.06, and Graford VFD \$407.38. Carolyn made a motion to pay the invoices submitted. Mike second. Motion passed 3-0.
- Amend 2018 EMS Budget- Mistie explained the 2018 Budget amendments. Handouts were provided. Carolyn made a motion to approve the 2018 EMS Budget amendments. Mike second. Motion passed 3-0. Amendments are attached to the minutes.
- Amend 2019 EMS Budget -No 2019 Budget amendments were required.

- Discuss Status First Responder Training and Grant- Bert reported that the final steps are being made to begin First Responder training. He suggested that to begin we need to advertise for the class. Take 25 applications for the first class. Sacred Cross needs course approval letter from the State. Questions arose about volunteers that are already certified. Do they need to take the class over? Bert discussed a couple of opinions they have if their current on certification. A process for certification includes class completion. Participates can then schedule testing for State certification. A TEEX grant will be applied for when all details are arranged.
- Consider/Approve location for Sacred Cross for Fall/ Winter month- Commissioners agreed that efforts to station an ambulance at PK Lake need to continue to progress. Eagle Sound was contacted about radio installation/location. 180 Signs was asked to look for covering for windows. Mike Powell was told efforts to rent the building could be decided by February.
- Discuss Status of ESD Website and ESD email addresses- No information was available. E-mails were discussed.
- Approve/Report Radio install/programing/performance FireNet Tower operations – Mike Simpson reported concern about radio in Gordon building and placement of antennae. Gary said he would take to Justin Scrivner about radio installation and location.
- Approve /Reject bids from Fire Departments for equipment purchased in excess of \$50,000.00 dollars. No bids were submitted
- Discuss/Approve VFIS insurance coverage package

Property & Casualty, Accident & Sickness and Career Rider and Workman's Comp

Discussion on availability of forms for Workmen's Comp, SFFMA and beneficiary cards was questioned. Mistie assured she has copies of all forms.

- Report/Consider /Approve criteria VFD Contract and Annual Report-Carlton Law Firm- Copy of current contract needs to be sent to Commissioners for review. Timelines for contract and Annual Report were discussed.
- Review 911 Call Sheets- Mistie reported she had not finished call sheet spreadsheet. Dustin gave report on Sacred Cross calls. 911 calls were reviewed. Mutual Aid was discussed with Erath County.
- Discuss/Report Palo Pinto County Fire Chief & EMS Coordinator- Gary Lee reported that SFFMA computer program for reporting training was not available. Chiefs will need to keep records on paper. Training for Santo heavy rescue truck with multiple departments is being scheduled. Weatherford College presented 2019 training subjects and locations.
- Report/Update on efforts on Gordon EMS & Graford VFD/EMS building- Gordon EMS building is nearing completion. A dedication ceremony needs to be planned to celebrate the Community efforts. A meeting with Graford VFD and Sacred Cross EMS will be scheduled to work through transition from the old building to the new building.
- Approve/Reject Request Forms submitted- No request forms were submitted.
- Set date for next meeting- Next meetings is scheduled for January 9th & 30<sup>th</sup>.
- Adjourn- The meeting adjourned at 4:30pm

Dated this the 16<sup>th</sup> Day of December 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.

**Budget Amendments**

**12/13/2018**

**Ad Valorem Tax Account**

<b>Account</b>	<b>Amount</b>
5045	\$ (1,763.07)
5050	\$ 1,763.07
5082	\$ (4,903.87)
5081	\$ 5,518.89
5082	\$ (2,152.13)
5084	\$ (2,300.00)
5085	\$ (2,401.21)
5080	\$ 6,853.34
6000	\$ (7,484.31)
5100	\$ 7,484.31
5111	\$ 511.08
5113	\$ 237.85
5124	\$ (108.00)
5122	\$ 108.00
6000	\$ (20,000.00)
5127	\$ 20,000.00
5083	\$ (615.02)
5112	\$ (748.93)
	\$ -

**Budget Amendments**  
**12/13/2018**  
**Sales Tax Account**

<b>Account</b>	<b>Amount</b>
10100	\$ (18,735.11)
10700	\$ 18,735.11
	\$ -