

# 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 by telephone conference on 7th day of April 2020 at 5:00pm.

Due to the Governor Coronavirus Order regarding Disaster Declaration for the State of Texas which includes no more than ten people in a gathering, ESD #1 met in a phone conference to allow public participation. Public participation can occur by using the following phone numbers: Dial by your location

- +1 346 248 7799 US (Houston)
- +1 669 900 6833 US (San Jose)
- +1 312 626 6799 US (Chicago)
- +1 929 205 6099 US (New York)
- +1 253 215 8782 US
- +1 301 715 8592 US

Meeting ID: 651 149 370

Listen for the prompts. Once you have joined the conference, please state your name. Thanks!

The Public identified themselves as they joined the conference call. The following joined the call conference: Mike Simpson, Dustin Wright, Scott Clasby, Charles Hinkle, and Tim Hopkins.

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

- Call to order and establish quorum. President Tye Jackson called the meeting to Order at 5:02pm. Commissioners on the phone conference were Russell Madden, Ken Backes and Carolyn Land. Mistie Garland Administrative Assistant, and Chief Gary Lee joined the conference.
- Public Comments and Announcements – No one wanted to address the Board.
- Approve/Amend/Discuss Minutes of previous meetings-Land- Minutes from two ESD meetings were considered. Russell made a motion to approve the minutes from the March 10,2020 meeting as written. Ken second. Motion passed 4-0. Russell made a motion to approve the minutes from the Special ESD meeting on March 31, 2020. Ken second. Motion passed 4-0.
- Discuss/Consider/Approve Disaster Declaration- Commissioners discussed the Disaster Declaration Document. Tye announced that on Saturday, (4-4-20), he signed a Local ESD Disaster Declaration related to Public Health Emergency. Tye ask for a motion to extend the Disaster Declaration until Governor and County Declaration expires. Russell made a motion to approve the Declaration until Governor's Declaration expires. Ken second. Motion passed 4-0. Commissioners felt by passing the Declaration ESD would support the efforts of the State and County. No one could predict the extent resources might be needed by the end of this disaster.
- Consider appointment of committee to study ad valorem tax revenue and Sales tax collections- Both Ken and Carolyn suggested that this Agenda item be tabled until next month.

Treasures report – Mistie- Review routine monthly expenses.

Report/Discussion Money Market Account- Commissioners reviewed Money Market bank statement that was sent by email to each Commissioner. Interest rates were discussed. Carolyn made a motion to approve the reconciliation of the Money Market bank statement. Russell second. Motion passed 4-0.

Regular checking

- Approval of checks written since last meeting – No checks were written since the last meeting.
- Reconciliate the bank statement- Mistie sent a picture of the check book with final reconciliation number for the regular checking account with the bank statement. Commissioners each gave

permission for Mistie to initial the bank statement. Ken made a motion to approve the reconciliation of the bank statement. Russell second. Motion passed 4-0.

- Approval of accounts payable- A list of accounts payable and pictures of invoices was sent by email to each Commissioner before the meeting. Each Commissioner gave Mistie permission to initial accounts payable. Ken made a motion to approve payment of ad valorem tax accounts payable. Russell second. Motion passed 4-0.

#### Sales Tax checking

- Approval of checks written since last meeting-No checks were written since the last meeting.
- Reconciliate the bank statement- Mistie forward a picture of the check book that showed reconciliation final balance number. Both the check book and the bank statement reflect the same ending balance. Carolyn made a motion to approve the reconciliation of the Sales tax bank statement. Russell second. Motion 4-0.
- Approval of accounts payable- Commissioners gave Mistie permission to initial accounts payable. Copies of invoices were sent by email to Commissioners before the phone conference. Tye ask if we could split Mike's expenses between the two accounts. Mistie explained she always takes Mike's out of ad valorem account because of the budget. Ken made motion to approve payment of accounts. Russell second. Motion passed 4-0.
- Discuss Status/Report First Responder Program Class and Grant Schedule- Ken reported progress on the FRO program. All jump bags items have been ordered. Most items have been delivered. AED's will be ordered through Sacred Cross. Inspection from the State will need to be done. State has been keeping Ken informed on when the program will be allowed to begin. Ken also allowed that he has a source now for ordering the FRO vest. Charles has ordered a badge machine so that FRO will have a badge to wear when they are in operation. There was discussion about the vest that Ken is looking at ordering. Lettering should include Palo Pinto County First Responders on the back of the break away vest.
- Approve/Report Radio install/programming/performance FireNet Tower operations-Mike Simpson reported he had 3 points: Failure of FireNet equipment on Chestnut Mountain. New batteries ordered and received but need to be installed. Work is pending on tower building repairs. Last meeting Mike ask ESD for fixes on antenna on Chestnut tower. To date, Commissioners have not approved tower work at their meeting. Mike reported that Medic 1 truck radio and handheld radio has been received. Invoice for radios has not been received. Dustin added that the truck radio was installed.
- Review 911 Call Sheets/Sacred Cross EMS- Dustin reported month of March forty-one 911 calls were received. Additional information in the report included 17 transports, 1 fire stand by and 19 interfacility hospital transfers. Response time calculated at 11.2. Dustin felt Covid 19 has allowed for less calls because people are staying at home. Refusals are up, Dustin thinks because they just do not want to go to any Hospital. Sacred Cross has had no contamination or no additional equipment needs. FRO program on hold. The FRO teachers trying to get something on line. Stress of the current crisis found in 911 calls received. Patient education seems to be big part of their job these days. Encouraging good health cleanliness with everyone.
- Discuss/ Approve Mutual Aid with Young County and Sacred Cross – Russell made a motion to approve Mutual Aid with Sacred Cross and Young County. Ken second. Motion passed 4-0.
- Consider/Discuss Source Selection Presentation for PK Building by Tim Hopkins, Architect- Tim reported he had final version of the building design. He would get with the Hospital on their ideas regarding the design. Tim was ready to advertise for the RFP. He proposed a RFP calendar schedule. Schedule allows for opening the RFP's on April 30, 2020. Design committee will open proposals. The design committee will validate, review and discuss submissions through May 7<sup>th</sup>, the date of the next regular ESD meeting. First addendum will be to have first drawing up for review. Once approved, Constructor will help as building moves forward. Sample Contracts can be posted on ESD website. Currently using the same contractor contract that was approved by the County attorney. Three or four are interested in becoming contractor for the building. Funding for the

building was discussed. Lawyers are working on details to protect both parties, ESD and Hospital. Tye ask about the length of the contract. Once the bids are in an amount will be worked out between both parties. Tim added that he included in the documents a Request for additional Services in contract. Billing was discussed. Ken felt the lawyers are still working on these details. Russell made a motion to approve Request for additional Services in the contract. Ken second. Motion passed 4-0. Tim stated he would send a new design.

- Consider/Approve Tax Election for November 2020- Tye reported he could not get hold of Simon. He is working with numbers for Johnson County for an election.
- Discuss Tax Election estimated cost with Simon- Tye had requested discussion with Touchstone District Services represented by Simon. There had been discussion regarding information for a tax election to raise ad valorem taxes.
- Discuss/Report meeting Palo Pinto General Hospital District CEO- Carolyn suggested this item be tabled.
- Discuss/Report Palo Pinto County Fire Chief & EMS Coordinator- Gary had R & J Rescue measured Graford Emergency Fire and Santo VFD. Assistant Fire Chief Ryan Dunn is now acting as Fire Chief while Chief Mike Poole is serving as Emergency Manager for the City of Mineral Wells. Mineral Wells and Mineral Wells VFD are on hold on combining these departments until crisis is over. A brush truck owned by the Mineral Wells VFD will require mechanical work. Bids have been submitted. Details on paying for work need to be discussed. Volunteer Department funds are still in place. COVID 19 conference calls are still being attended. Gary met with PK West representatives to discuss PK West EMS closing down May 31, 2020. Gary suggested that Doug McCauley could help with implementation of the FRO program. Gary felt it was unfair to put FRO Administrative duties on Mistie's plate. Dustin, the Sheriff, and Dispatch developed screening questions for COVID 19 patient that is being used. Santo VFD delivered food to elderly people who did not want to leave their home. All Chiefs know activation of dispatch on FireNet has been delayed. FireNet is up and running. Dispatch dispatching on FireNet is still an issue. Gary ask Santo Training officer Nathan Molder to be the County training officer and send out schedule information to Departments for training classes. Gary questioned whether ESD needs to send a reply to PK West EMS after receiving their notification letter. ESD felt a response would be appropriate. He sent email message to Chiefs not to post that Sacred Cross is out of mask. To date, no one is out of protective equipment. Jump bag are packed and missing necessary items are on back order. Gary suggested that some items in the jump bags needed inventory tags and an inventory list generated. Carolyn made a motion to order adhesive sticker. Mistie suggested that County might have a source for inventory stickers. There was a question about finding bottles for Graford Emergency Fire. Gary believes Mineral Wells is going to donate low pressure bottles are that are currently certified.
- Approve/Reject Request Forms submitted- Request forms include boots for Graford Emergency Fire. Invoice was sent to Gary. Estimate to fix brush truck that brakes went out is \$907.11. Gary reported that Palo Pinto VFD lost their 501C3. A CPA got required paperwork in order and invoiced Palo Pinto VFD for \$480.50. Ken made a motion to pay R & J Rescue for Graford boots. Russell second. Motion passed 4-0. Commissioners decided to wait until work on Mineral Wells truck is complete. Discussion with City of Mineral Wells conducted and invoice received. Palo Pinto VFD lost their 501C3 status. ESD Commissioners discussed Departments being a 501C3 was necessary. Russell made a motion to pay the \$480.50 and deduct that amount from the County funds this Department receives from the ESD when their Annual Report is approved. Ken second. Motion passed 4-0.
- Discuss/Approve plan/contract for services in Mineral Wells Fire District – Gary suggested that this Agenda item be tabled until after the current crisis is over.
- Consider/Discuss/Approve Annual Report from Department- No new Annual Reports were submitted. Brazos VFD submitted training information. Gary would like to table consideration of Brazos VFD until he can question information submitted. Lake Palo Pinto VFD Annual Report was discussed. Russell made a motion to accept Lake Palo Pinto VFD Annual Report. Carolyn second. Motion passed 4-0.

- Discuss/Consider methods of memorializing ESD meetings- Written minutes will be written for each ESD meeting. After minutes are approved they will be posted on ESD website. Audio recording will be kept for 90 days.
- Set date and time for next meeting-Special meeting on April 30, 2020 at 6pm was scheduled to open RFP's submitted. Next Regular meeting is scheduled for May 7, 2020 at 5pm.
- Adjourn Meeting adjourned at 7:20pm

Dated this the 10th Day of April 2020

By Carolyn Land Carolyn Land, Secretary

Any member of the public who desires to address the Board regarding a specific item on the Agenda will have the opportunity to address the ESD Board when that Agenda item is discussed. Comments of the public are limited to 3 minutes unless the speaker requires the assistance of a translator, in which case the speaker is limited to 6 minutes. Individual Board members will also have the right to question the public on Agenda items.

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.