

# 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 May 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 that would 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)

+1 253 215 8782 US (Tacoma)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

Meeting ID: 869 5687 7725

Password: 857025

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

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 5:05pm. ESD Commissioners present were Tye Jackson, Ken Backes, Russell Madden and Carolyn Land. Mistie Garland and Gary Lee was also on the phone conference.
- Public Comments and Announcements- No one on the conference call wanted to address the Board.
- Approve/Amend/Discuss Minutes of previous meetings- Two sets of Minutes were presented for consideration. Regular ESD meeting on April 7, 2020 Minutes. Russell made a motion to approve the minutes as written. Tye second. Motion passed 4-0. Special Meeting on April 30, 2020. Ken made a motion to approve the minutes as written. Russell second. Motion passed 4-0.
- Treasures report – Mistie- Review routine monthly expenses.
- Report/Discussion Money Market Account- Mistie presented the Treasurer Report starting with the Money Market account. Commissioners received a copy of the bank statement before the meeting. Ken made a motion to approve the reconciliation of the Money Market Account. Russell second. Motion passed 4-0. Russell asked if ESD was dependent on interest earned from this account. ESD does not budget the earned interest funds.
- Reconciliate bank statement-.
  - Regular checking
    - Approval of checks written since last meeting –No checks were written since the last meeting.
    - Reconciliate the bank statement- Commissioners were sent copies of all invoices and bank statement. Both reflect the same ending balance. Ken made a motion to approve the reconciliation of the bank statement. Russell second. Motion passed 4-0.
    - Approval of accounts payable-Copies of invoices were provided Commissioners before the meeting. The following invoices were submitted: The Lone Star News Group \$144.00, Engie \$35.24, Bennett Printing \$131.00, Palo Pinto Appraisal District \$4,847.64, First Net \$74.00, Midcom \$620.00 & Midcom \$600, American Communications \$1,823.30, Metro Fire Apparatus Specialists, Inc \$6,888.00, Brazos Network\$1,303.85. Brazos Network bill contained \$419.99 charge for a scanner. Carolyn will pay for that scanner. Brazos Network new balance is \$883.86. Carolyn made a motion to approve accounts

payable. Ken 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- Commissioners reviewed bank statement that was sent by email. Both reflect the same ending balance. Russell made a motion to approve the reconciliation of the bank statement. Ken second. Motion passed 4-0.
- Approval of accounts payable- The following invoices were submitted for payment: Carlton Law Firm \$1,617.00, Sky Camp \$1,500, Brody Scrivner \$260, Bound Tree \$133.95 & \$2,152.13, Sacred Cross \$110.84, Hopkins Architects \$3,750, Bennett's Office Supply \$55.67, Traffic Safety Store \$1,336.08, Gordon Water \$118.55, United Coop Services \$25.11, Reliant \$528.15 Ken a made motion to pay accounts payable. Carolyn second. Motion passed 4-0.
- Discuss / Consider Audit Report- Mistie explained that the Audit is complete. They have a couple of more steps to write their findings. Edgin ask that ESD set an ESD meeting for April 21, 2020. Mistie felt she could send the Audit to all Commissioners electronically before that meeting date. Russell advised that he would set up a conference call for May 21, 2020 at 5pm to consider Audit approval. Tye stated he that would take the Audit Report to Commissioners Court on May 26, 2020 at 9am.
- Discuss/ Consider Appointment of Budget committee- Tye appointed himself and Carolyn to the Budget Committee. Tye ask Ken to work on an FRO budget and Mike Simpson to work on Communication budget. Mistie was ask to work with all in providing Budget information.
- Discuss Status/Report First Responder Program Class and Grant- The FRO class started on Monday. Gary and Ken are in the class with a total of 18 participates. Classroom teaching and skills will be taught on line until the State allows in person classes. It is hoped that skills can be taught in person. A Plan B is being worked through, if skills must be taught with on-line presentations. FRO paperwork will be submitted to the State. A State visit will be scheduled. Vest, jump bags and other equipment are in place for the First Responder Program.
- Approve/Report Radio install/programing/performance FireNet Tower operations – New batteries and power have been installed in the Chestnut tower building. Building repairs are dependent on others to work through securing the building. Fire Southeast back in service. Chief Lee and Dustin were asked to inform volunteers and medics that radios can be reset. Alert radios can be set on Fire Southeast, Fire Northwest, etc. All traffic can go back to the appropriate Fire Net channels. Both EMS and VFD should be off the Sheriff's channel. American Communication will be on site next week to continue work on Console. Tye ask about Brazos VFD radio questions. Mike advised he answered Brazos VFD radio questions in a memo shard with Commissioners. Sacred Cross radio for the ambulance was installed.
- Review 911 Call Sheets/Sacred Cross EMS – Dustin provided Call Sheets and Spreadsheet. Month of April Sacred Cross had thirty-seven 911 Calls for service. Dustin outlined his report. Mutual Aid was very low this month. Slow call days with the Corona Virus epidemic. PK West 911 call caused confusion with Dispatch. AMR was dispatched through Stephens County late and Dustin was not sure how far AMR got in route to the scene. Dustin said they are hearing from students in FRO class. Some technical difficulties at Lake Palo Pinto occurred but FRO students are working through issues and are positive with the class. Dustin reported no issues with using FireNet for communication. Dustin felt FireNet worked better than being on Sheriff's channel. Ken offered to work with AMR and Sacred Cross on any communication issues.
- Consider/Discuss financing PK Building- Ken provided a brief finance report. He pointed out a concern about current ESD cash situation. Ken contacted Government Capital for financial loan information. Their rates are 15-year loan at 3.714% and 20- year loan at interest rate of 3.612%. Ken advised that he would get quotes from other lending institutions. In consideration of finances, Ken pointed out ESD could be paying about \$50,000 a year for payback.

- Discuss Tax Election and Consider meeting with Consultant- Meeting was arranged for May 14, 2020 with Touchstone District Services at 5pm at the Extension Office. This meeting will be a presentation from tax consultants on election information. At the May14,2020 meeting, the PK Building Committee might have a recommendation for on a Construction Company.
- Discuss/Report Palo Pinto County Fire Chief & EMS Coordinator- Gary provided a report to Commissioners. Gary has been attending meetings at the Courthouse on the status of the Coronavirus. When FRO class is complete, Gary stated he would work with Doug McCally on Administrative reports. Palo Pinto VFD turned in bank statement and Annual Report. A response letter was written and sent to PK West EMS regarding them closing their ambulance service on May 31, 2020. A meeting with Mineral Wells City and Volunteers finds that they are working through and resolving issues. Gary is interested in requested training hours in Annual Report. Brazos Chief had 13 hours of training. Gary felt there is a need to maintain a minimum number of hours for all volunteers each year. Commissioners discussed personnel issues in Departments. Gary decide to not order Bunker gear. Gary ask for a laptop from ESD. Commissioners ask if the County might help with requested purchase. Gary felt a laptop would help him track training hours, expiration dates of gear for all Departments, and have emergency County contact for numbers available. Mistie was asked to check the Budget. Santo VFD has advised they have a brush truck out of service. Palo Pinto VFD is using a Lone Camp truck. All Departments are working on getting trucks ready for grass fires this summer. Gary ask that Burn Ban information be posted on the ESD Website. Mistie pointed out a Resolution on the Burn Ban may need to go back before Commissioner's Court for final approval. There was discussion about where citizens go for current information regarding rules of Burn Ban.
- Approve/Reject Request Forms submitted- Gary reported no forms were submitted. Game Warden came in and picked up form but has not returned.
- Discuss/Approve plan/contract for services in Mineral Wells Fire District – Ken and Carolyn met with Mike Pool, Ryan Dunn and Nick Wells. Mineral Wells City is drawing up Interlocal Agreement between the City and ESD for fire services. Twelve Volunteers have transition over to the City Department. Several applications from other volunteers have been received but not acted on at this time. Fire vehicles titles have not been transferred to the ESD. Signage on the Fire Trucks will include ESD and City of Mineral Wells and will be complete this next week. Financial information was requested from the Volunteers. By-laws for the Mineral Wells 501C3 Auxiliary are nearing completion.
- Consider/Discuss/Approve Annual Report from Department – Palo Pinto VFD was the only Annual Report that ESD Commissioners have received and reviewed. Ken made a motion to approve Palo Pinto VFD Annual funding. Russell second. Motion passed 4-0. PK East Annual Report was recently received but has not been sent to Commissioners for review. Mistie will scan the PK Report and send to Commissioners.
- Discuss/ Consider status RFP for PK Building- Ken, Russell and Mistie met to review RFP documents. Ken is talking with Kelli Carlton about details of a contracts with the Hospital and Construction Manager. Ken did not have confirmation of contract partnership with Palo Pinto General Hospital. Ken suggested that ESD would need to sign a lease, possibly for 30 years at \$12 a year. In order to keep moving forward with negotiations with the Hospital, details and commitment for paperwork/contract need ESD consideration. This is an attempt to try and avoid signing a construction manager and then Hospital backing out of the project. Ken felt the building project RFP received a lot of interest because of the square footage of the project. Ken made a motion in our partnership with Palo Pinto General Hospital to approve a 30-year lease with two 10-year extensions at a cost of \$12 per year each. Russell second. Motion passed 4-0.
- Set date and time for next meeting- Next meeting will be on May 14<sup>th</sup> at 5pm at the County Extension Office. Commissioners discussed a possible June 11, 2020 regular meeting at the County Extension Office at 5pm.
- Adjourn-6:20pm

Dated this the 13<sup>th</sup> Day of May 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.