

# NOTICE

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

Palo Pinto County Emergency Services District # 1 Board met on the 11th day of August 2020 at 5:00pm in the County Extension Building, 212 South 5<sup>th</sup> Avenue, Palo Pinto, Texas.

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. The following ESD Commissioners were present Tye Jackson, Ken Bakes, Russell Madden and Carolyn Land. Mistie Garland, Administrative Assistant and Fire Chief Gary Lee were also in attendance.
- Public Hearing regarding proposed tax revenue for FY 2021- President Tye Jackson announced that the meeting would move into Public Hearing to hear from the public at 5:08pm regarding the proposed .03 cent tax revenue. No one wanted to address the Board regarding tax revenue. Stacy Choate explained the ESD tax rate of .03 cents and new State guidelines. At 5:16 pm, Tye announced that the public hearing was closed and the regular ESD meeting was called to Order.
- Public Comments and Announcements- No one wanted to address the Board.
- Approve/Amend/Discuss Minutes of previous meeting-Land- Ken made a motion to approve the Minutes of the last meeting on July 28, 2020. Russell second. Motion passed 4-0.
- Treasures report – Mistie provided the Treasure Report.  
Report/Discussion Money Market Account- Mistie provided a financial report before the meeting to all Commissioners.
  - Reconciliate bank statement- Commissioners reviewed the Money Market account. Interest rate was discussed. Ken made a motion to approve the reconciliation of the Money Market account. Carolyn 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- Commissioners reviewed the bank statement and check book. 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- The following invoices were submitted for payment: Palo Pinto Appraisal District \$4,847.63, First Net \$74.00, Engie \$45.64 & \$57.13, Midcom \$481.50 & \$600. Ken made a motion to approve the payment of accounts payable. Russell second. Motion passed 4-0.
- Amend 2020 Budget- No Amendments were necessary.

### 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 check book. Both reflect the same ending balance. Ken made motion to approve the reconciliation of the bank statement. Russell second. Motion passed 4-0.
- Approval of accounts payable- The following invoices were submitted for payment: Bound Tree \$34.36, Carlton Law Firm \$198.00 & \$198, TXU \$573.88, PK Water Supply \$57.79, \$118.05, The Wallace Company \$75.00, Sky Camp \$1,500, Brody Scrivner \$260. Ken made a motion to approve the payment of accounts payable. Russell second. Motion passed 4-0.
- Amend 2020 EMS Budget – No Budget amendments.

- Discuss/ Consider/ Adopt Tax Rate- Commissioners briefly discussed the use of ad valorem taxes to provide fire service in the County. Ken made a motion to approve the .03 cent tax rate per \$100. Carolyn second. Motion passed 4-0.
- Discuss/Adopt Tax Rate Resolution- Tye read the Tax Rate Resolution aloud. Carolyn made a motion to approve the Tax Rate Resolution. Ken second. Motion passed 4-0.
- Discuss Palo Pinto County's Proposed EMS Budget- Ken went through the proposed EMS Budget worksheet. Contingency fund was set at \$125,000. Sales tax collections have been good in 2020. The County Commissioners were asked for \$444,000 to supplement EMS services. EMS funding from the County in proposed Budget is \$300,000. Judge Long advised that the County has a budget hearing set for August 24, 2020 at 9am. Ken recommended that no action be taken on this item. Russell ask for the total amount in the current proposed County Budget for County EMS. The County is currently contributing \$300,000 with a separate EMS line item for \$233,000. Russell ask what will be accomplished by waiting to address the difference between the ESD EMS Budget and County contribution. ESD Sales tax collections will not fund full time EMS service. No explanation was provided but it does not appear that the County and ESD are all planning for the same EMS future. Judge Long reported that August 24, 2020 will have Budget hearing and then approve the County tax rate.
- Discuss Status/Report First Responder Program, Training, Grant and Schedule- Ken reported that State Approval is imminent. Training classes for Lake Palo Pinto will begin as soon as all participates available. Previous ESD approved additional training salary has been approved. Ken ask that Sacred Cross invoice ESD for additional salary. Ken ask and made a motion to pay the remaining cost for training not to exceed \$400. Russell second. Motion passed 4-0. Lake Palo Pinto VFD believes there will be 9 that will receive the FRO training. Russell ask how they will be interfaced with each other. 911 Call -FRO arrive – take vitals- ambulance arrive and pass off patient with vital information. Question: Will FRO have same tone out as Fire Departments? Mike Simpson explained that he thought tone out would be for both FRO and EMS.
- Review 911 Call Sheets/Sacred Cross EMS Report- Dustin provided a handout. Seventy-seven calls for service. FRO class is ready for testing. Dustin will start skills class back up on Monday. Sacred Cross had seven calls for Mutual Aid. Dustin stated he was going to go over protocols with all students and review of skills. Sacred Cross attended the 5K Run Mingus, PK fireworks, Rocker B baseball games, and Diver standby. Fourth call has been good. Schools and Sheriff office will be offered "Stop the Bleed" classes. Russell ask about communication between Sacred Cross and AMR. Both Sacred Cross and AMR are talking and working on communication issues.
- Discuss/Report/Updates on all EMS buildings- Ken visited all EMS buildings today. Ken explained that the Gordon EMS building is ready to install the Star of Life Symbol signs under the eaves of the building. Graford personnel need time to locate a leak in the building. Ken suggested that we need to partner with Graford about other possible improvements. Ken ask that we continue working to schedule duct work on Gordon EMS building.
- Discuss/Consider Sacred Cross EMS contractual consideration- Tye outlined the options for Sacred Cross contract. No one had any concerns with Sacred Cross service. Discussion was between going out for an RFP and renewing Sacred Cross contract. Russell proposed that we table consideration until next meeting. A better decision could be made when ESD knows the County's contribution to EMS funding.
- Approve/Report Radio install/programing/performance FireNet Tower operations – Mike pointed out radio reprograming has encountered issues. Mike reported that sun spots cycle periodically affects radio communication. Sun spots cycle has started and will be problem for a while. Mike ask if the City of Mineral Wells radios are included in the reprograming. Tye confirmed City of Mineral Wells radios are covered for programming. Chestnut Tower passed structural analysis. All work supplies for tower improvements are ordered. Sheriff console installation has been problematic. Issues are being resolved. Brazos River Authority and CTI have signed a contract. BRA will redo their contract with CTI in the future. Mike discussed hand held radio MX1200 at a cost of \$350 each. Ken made a motion to approve the purchase of 10 radios with

accessories. Russell second. Motion passed 4-0. Russell ask about future communication issues and budget consideration. Mike guessed \$50,000 to \$75,000 would be required in future communication budgets.

- Approve/Discuss Engagement letter Audit - Edgin, Parkman, Fleming & Fleming PC-Mistie reported that Andrew got back to the ESD question regarding going up on fees. Adding debt to the Audit report was identified for extra billing. Ken made a motion to sign the Auditor's engagement letter. Russell second. Motion passed 4-0.
- Approve/Discuss/Consider tax funds dispersal to Departments-Brazos VFD and Graford VFD- Ken was concerned about Graford not turning in their Annual Report. Ken wanted to help Graford Emergency Fire District with bookkeeping. There was discussion about computer programs that all Department could possibly use. There was discussion. Standardizing reporting in general for funding and State reports would be useful. Brazos VFD consideration was tabled for lack of Chief in attendance.
- Approve /Reject bids from Fire Departments for equipment purchased in excess of \$50,000.00 dollars. – No bids were presented.
- Discuss/Report from VFD Departments on any new financed equipment-It was pointed out this is a new Agenda item. If any Department incurs debt ask that they inform the ESD Board of such plan.
- Discuss/Report Palo Pinto County Fire Chief & EMS Coordinator- Gary had a copy of Stephens County Burn Ban. Delivered PPE to Departments in need. There was discussion about Pennington Fire repairs. Mistie went through a list of repairs from this recent fire. Russell made a motion to give Gary \$5,000 bucket to give Departments for repairs at his discretion. Tye stated that Gary should bring repair funds to the meeting posthaste. Setting an ESD meeting date will be considered so that billing is current.
- Discuss/Approve/Consider equipment in Mineral Wells Fire District -There was positive discussion of current efforts to unite the Mineral Wells Departments. Mineral Wells representative in attendance had to leave because of tone for a fire in the Mineral Wells response area. Truck repairs on an older brush truck has been on going. Tye felt that it was not a good practice to continue putting more money into repair efforts on the truck when the repairs are more than the value of the truck. Forest Service grants were reviewed. Mistie had requested a list from the Forest Service for County Departments that have put in for trucks and other equipment. ESD Commissioners ask that Chief Lee encourage all Departments to complete paperwork for these State Grants at least once a year. VFIS was offering a \$2,500 COVID grant to Departments with an opening/closing deadline. Only Lake Palo Pinto VFD was able to confirm they were approved for the grant
- Approve/Reject Request Forms submitted – No Request forms were submitted.
- Discuss/Consider Report on PK Building status Financial and Estimates-Ken provided an Architecture drawing of the PK building. Ken reported on a meeting with contractor and architect. Bids due back on the 18<sup>th</sup>. Bid packages will go out and need to come back and be reviewed. Ken reported on financing efforts. He has gone back to Spirit of Texas with the concerns of the ESD Board and ask for another financing option.
- Set date for next meeting- Next meeting will be September 3, 2020 at 5pm at the County Extension Office.
- Adjourn- Meeting adjourned at 7:42pm

Dated this the 15<sup>th</sup> Day of August 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 551.08 (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.