

# 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 10th day of November 2020 at 5:30pm in the Palo Pinto County Extension Office, 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 5:35pm. ESD Commissioners present were Tye Jackson, Ken Backes, Gary Word and Carolyn Land. Russell Madden was not in attendance. Mistie Garland and Chief Gary Lee attended.
- Public Comments and Announcements – Jay Pristi, from the Brazos community, wanted to address the Brazos VFD problem with the ESD Board. He had called Sid Miller’s office and they advised that Brazos VFD should be able to get help from the State. Jay further explained that the community relies on Brazos VFD to respond to fires in the community. They are working to get the Department up to par. Richard Keller discussed EMS concerns. Richard talked about Seniors in the community and their needs for emergency services. Others in the audience echoed the need for support for Seniors from the Brazos VFD. EMS coverage for the area was discussed.
- Approve/Amend/Discuss Minutes of previous meeting-Carolyn Land presented 3 sets of Minutes for approval, October 13, 20 and 29. Ken made a motion to approve the minutes from the October 13, 2020 meeting. Gary second. Motion passed 4-0. Ken made a motion to approve the minutes from the October 20, 2020 meeting. Gary second. Motion passed 4-0. Ken made a motion to approve the October 29, 2020 Budget workshop minutes. Gary second. Motion passed 4-0.
- Treasures report – Mistie provide report on Cares Funding for the County. Commissioners Court voted on spending most of the County Cares funds on expenses for the Sheriff’s office and County schools.

#### Report/Discussion Money Market Account-

- Reconciliate bank statement- A copy of the Money Market bank statement was provided. Commissioners discussed interest rates. 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- The check book and the bank statement were passed around for review. Both reflect the same ending balance. Ken made a motion to approve the reconciliation of the Regular checking account. Gary second. Motion passed 4-0.
- Approval of accounts payable- Invoices submitted for payment include the following: Carlton Law Firm \$1,155, Texas Mutual \$210, Talley \$822.22 & \$3,351.64, Midcom \$600 & \$870, Microplex Electric \$327 & \$800, Bennett’s \$506.46, First Net \$74, Crawford Carter Durbin \$755, Verizon \$68.40, Engie \$146.04 & \$167.62.  
Ken made a motion to approve the reconciliation of the Regular and Sales Tax account. Gary second. Motion passed 4-0.
- Amend 2020 Budget- Ken made a motion to approve Amendments as presented. Gary second. Motion passed 4-0. Budget Amendments are attached at the end of the Minutes

#### Sales Tax checking

- Approval of checks written since last meeting- No checks were written since the last meeting.

Reconciliate the bank statement- The Sales Tax bank statement and the check book were provided. Commissioners reviewed all. Ken made a motion to approve the reconciliation of the Regular and Sales Tax account. Gary second. Motion passed 4-0.

- Approval of accounts payable- Invoices submitted are: Sky Camp \$1,500, PK Water Supply \$57.79, Gordon Water Department \$120.59, Marnee Smith \$1,500, The Wallace Company \$225.00, Reliant \$643.21, Carlton Law Firm \$891.00, Sacred Cross EMS Education Division \$2,162, Bennett's \$1,000, Lone and Star News Group \$148.10.
- Amend 2020 EMS Budget- Ken made a motion to approve the Amendments as presented. Gary second. Motion passed 4-0. Amendments are attached at the end of the Minutes.

#### Building Checking

- Reconciliation of bank statement- The Building bank statement was reviewed by Commissioners. No checks have been written. Ken made a motion to approve the reconciliation of the Building bank statement. Gary second. Motion passed 4-0.
- Discuss/ Consider purchase of Interface Volunteer Truck- No action was taken.
- Discuss/Consider/Approve Palo Pinto Appraisal District Budget- The Palo Pinto Appraisal District Board revised their Budget. Carolyn read the previous ESD Resolution sent the Appraisal Board. The new Appraisal Budget was reviewed by ESD Commissioners. Ken felt that because of raises for the Chief Appraiser was lowered to 7% and Assistant Chief Appraiser lowered to 5% were in line. It was pointed out that the rest of the Palo Pinto County employees were not given a raise. ESD Commissioners agreed to take no action on the proposed Palo Pinto County Appraisal Budget. Ken reported that the Operational part of the FRO program was going well. Holding future FRO classes will be forth
- Discuss Status/Report First Responder Program, possible Training- Request for First Responder trainees have been sent to Volunteer Departments Ken provided an overview of the ESD First Responder Program for 2020. Paying for FRO instructor has been approved and paid in accounts payable. Ken felt TEEX grant should be applied for again as another FRO class will be scheduled after the first of the year. Initial supplies purchased for FRO are in place. Additional equipment will be purchased as needed. FRO Budget has a line item for supplies. Ken ask about how the Board wanted future purchase supplies to be handled. Commissioners agreed the purchases could be made that do not exceed the amount in the Budget. Mistie reported \$4,000 credit line with Air Gas. Chief Lee has requested the next round of FRO training participates.
- Approve/Report Radio install/programing/performance FireNet Tower operations – Mike Simpson reported work on the Chestnut Mountain site is to begin on November 16, 2020. The site at Chestnut needs to be mowed. The County will be asked to make mowing arrangements with the land owner.
- Approve/Discuss FireNet use policy- In preparation of the Annual Report Document, Mike was sent FireNet and radio procedures for review and update consideration. Mike will report back to the Board.
- Approve /Reject bids from Fire Departments for equipment purchased in excess of \$50,000.00 dollars. No bids were received.
- Discuss/Report from VFD Departments on any new financed equipment- No reports were received.
- Report Brazos VFD meeting- Tye reported that the meeting went well. A Two-part meeting was held with the Community and then with the Department. Ken and Tye represented the ESD at the meeting. Eight deficiency items were identified and addressed. There were several public comments about the Brazos Department.
- Review 911 Call Sheets/Sacred Cross EMS- Dustin handed out the October Run report. Three 911 responds to PK West continue to be problematic. Mutual Aid responses from Graham EMS does not seem to be a solution. Sacred Cross has new monitors that are in service. Medical City Weatherford has been contacted about monitors so that their staff can monitor medical needs of transports that are in route. Dustin discussed using the EMS stations as a drop off spot for toy drives for children.
- Consider/Discuss/Approve PK West Mutual Aid Process- Mutual Aid Resolution with Young County is in place. Young county is not interested in being dispatched to PK West on a regular basis. Ken and Gary met with AMR

administration. AMR is concerned about 2 ambulances showing up for a 911 event (AMR and Sacred Cross). Currently there is no communication between the two ambulances that are dispatched. AMR administration is working to correct the situation. Issues are still an ongoing process trying to find solutions.

- Discuss/Report Palo Pinto County Fire Chief & EMS Coordinator- Gary provided a report. He sent out a memo on repairs for trucks. Memo was sent out on fire procedures regarding SET Ranch. Brazos VFD air bottles are out of date. Santo VFD donated some bottles to Brazos VFD for training. Lone Camp VFD fish fry starts at 4pm on Saturday, November 14,2020.
- Approve/Consider Annual Report Document for tax funds- Commissioners were given a copy of the Annual Report and are reviewing the document. No changes were discussed.
- Discuss/Approve plan for services in Mineral Wells Fire District- Set up meeting with the Committee to continue discussion about fire coverage. Discussion about compensation from the ESD was discussed and Commissioners decided that Mineral Wells should be given the same amount of funds as other Departments in the County for 2020 due to budgeting. Commissioners agreed that an Agreement should be finalized and payment arranged before the end of the year. Mineral Wells Volunteers are still applying to get on the City Department. Details for paying off Volunteer Fire truck needs to be addressed immediately. Seventeen volunteers now part of paid City Department.
- Discuss/Consider new contract for Volunteer Fire Departments -Received copy of contract from Carlton Law firm. Commissioners felt that a workshop would need to be scheduled to work on details.
- Approve/Reject Request Forms submitted PK Building- No request forms were submitted.
- Discuss/Consider/Updates on all EMS buildings- Charles Hinkle and Ken visited all Buildings. Commissioners agreed to try November 30, 2020 to set up a meeting with Graford Emergency Fire Board. Discussion items will be the ceiling and future fundraisers.
- Report Sacred Cross Housing- Russell visited with landlords for PK housing and they are willing to continue to rent the facility to ESD for housing PK Sacred Cross.
- Report/Consider PK Building Effort including Bids and Advertising- A Zoom ESD meeting was held on October 20, 2020 to open sealed bids for the PK Building. Only one bid was received from Corner Stone. Ken made a motion to reject the bid from Corner Stone. Gary second. Motion passed 4-0. Gary felt that the building of this building was possible if the right contractors are in the mix. Ken outlined procedure for competitive sealed bids. Bids will be sent out tomorrow. Ad will run in the newspaper and will be posted on the ESD 1 website. First week of December dates for questions to be submitted and for answers was set. All bids due December 10, 2020. Special Zoom ESD meeting scheduled for December 10, 2020 at 6pm to open bids. Tye made motion to go back out for bid as outlined. Gary second. Motion passed 4-0.
- Set date for next meeting- Next meeting will be December 15<sup>th</sup> at 5:30pm.
- Adjourn

Dated this the 15<sup>th</sup> Day of November 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.

The following Budget Amendments were approved:

**Ad Valorem  
11/10/2020**

<b>GL Acct</b>		<b>Amount</b>
50313	VFD Request	\$ 93,359.65
5030	Distributions to VFD's Other	\$ (45,000.00)
6000	Contingency	\$ (23,359.65)
5080	Communications	\$ 15,000.00
6000	Contingency	\$ (15,000.00)
5090	Rent	\$ 2,807.68
6000	Contingency	\$ (2,807.68)
50312	PPE	\$ (25,000.00)

**Sales Tax  
11/10/2020**

<b>GL Acct</b>		<b>Amount</b>
10403	FRO Supplies	\$ 2,000.00
10301	Fuel / Maintenance	\$ (2,000.00)
10405	Radios	\$ 50.00
10301	Fuel / Maintenance	\$ (50.00)