

# 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 15th day of December 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. Ken Backes called the meeting to Order at 5:34pm. Commissioners present were Ken Backes, Russell Madden, Gary Word and Carolyn Land. Administrative Assistant Mistie Garland and Chief Gary Lee were also in attendance. Tye Jackson came into the meeting late.
- Public Comments and Announcements- No one wanted to address the Board.
- Approve/Amend/Discuss Minutes of previous meeting-Land-Gary made a motion to approve the minutes from the November 10, 2020 meeting. Russell second. Motion passed 4-0. Ken explained that ESD held a Zoom meeting to Open bids on December 10,2020. Russell made a motion to approve the minutes from the December 10, 2020 meeting. Gary second. Motion passed 4-0.
- Treasures report – Mistie provided documents for the following:  
Report/Discussion Money Market Account-
  - Reconciliate bank statement- Commissioners reviewed the bank statement. Carolyn ask about interest earn \$10,558.93. ESD received a donation check for \$250 from Jacob & Martin LLC. was received. Russell made a motion to deposit the donation check into the ad valorem account. Gary second. Motion passed 4-0. Carolyn made a motion to approve reconciliation of the Money Market account. Russell second. Motion passed 5-0. Tye came into the meeting during this Agenda item.

### Regular checking

- Approval of checks written since last meeting – No checks were written since the last meeting.
- Reconciliate the bank statement- The bank statement and check book were reviewed by Commissioners. Both reflect the same ending balance. Ken made a motion to approve the reconciliation of the bank statement. Gary second. Motion passed 5-0.
- Approval of accounts payable- Invoices received were presented for payment. The following invoices were submitted: SAF-D \$1,100, VFIS \$17,032, Engie \$26.41, 40.47, & 34.52, USPS \$94, First Net \$74, Verizon \$38.23, Palo Pinto Appraisal district \$5,249.34, City of Wells \$3,738.58, Randal's Tower Tech \$12,500, Brazos Networks \$450, MidCom \$600 & \$198.94, and American Communications \$186 & \$529.48. Mistie corrected the a Ken made a motion to approve accounts payable for the regular checking account. Russell second. Motion passed 5-0.
- Amend 2020 Budget-Ken ask that Budget amendments be considered at the end of the meeting.

### Sales Tax checking

- Approval of checks written since last meeting- No checks were written since the last meeting.
- Reconciliate the bank statement- Both the check book and bank statement were reviewed by all Commissioners. Both reflect the same ending balance. Ken made a motion to approve the reconciliation of the bank statement. Russell second. Motion passed 5-0.
- Approval of accounts payable-Invoices submitted for payment include: Sky Camp \$1,500, Bennett's Office Supply \$271.62, Reliant \$583.59, United Coop \$25.11, TXU \$490.85, Gordon Water Department \$127.70, Bound Tree \$207.96, \$34.36, \$223.48, \$152.64, & \$42.45, and Sacred Cross \$206,250. Ken made a motion to approve the accounts payable. Gary second. Motion passed 5-0.

- Amend 2020 EMS Budget- Russell made a motion to take \$200,00 out of the Money Market account and \$200,000 from the Sales Tax account and move into the PK Building account. Gary second. Motion passed 5-0.

#### Building Checking

- Reconciliation of bank statement- The bank statement was reviewed. Russell made a motion to approve the reconciliation of the Building Checking account. Ken second. Motion passed 5-0.
- Approval of accounts payable- An invoice from Hopkins Architect for \$12,953 was received. Russell made a motion to approve payment as presented. Ken second. Motion passed 5-0.
- Discuss/ Consider purchase of Interface Volunteer Truck- Tye ask Gary about progress on testing on this truck. The pay-off is approximately \$105,040. Russell made a motion to approve paying off Lone Camp Interface truck. Ken second. Motion passed 5-0.
- Discuss Status/Report First Responder Program, possible Training- Ken Backes updated the Board on FRO efforts in their Service area. New classes are being planned for other Volunteer Departments.
- Approve/Report Radio install/programing/performance FireNet Tower operations –Mike Simpson reported that new equipment on towers are up and working. Mike edited the Radio Communication Policy that is part of the Annual Report. Mike reviewed the Policy and presented it to the Board. There was discussion about Dispatch and responding on FireNet. Two Departments are being toned out on cell phones. All Departments are off the Sheriff's channel. Gary advised he felt all was working at this time.
- Approve/Discuss FireNet use policy- Radio Communication Policy was reviewed. Point # 2 was discussed because both PK East and West VFD's are dispatched by cell phones. Chief Lee discussed this dispatch variation of dispatch with the Sheriff's Department and reported that there are no issues. ESD Commissioners felt Point #2 should allowed for cell phone dispatch to continue. Mike was asked to finalize the Draft Radio Communication Policy with dispatch change that would allow Departments to use cell phones.
- Approve /Reject bids from Fire Departments for equipment purchased in excess of \$50,000.00 dollars. No bids for equipment were submitted.
- Discuss/Report from VFD Departments on any new financed equipment- No reports were submitted.
- Review 911 Call Sheets/Sacred Cross EMS- Dustin provided a November 911 Call report. In November there were 53 Calls for service. Sacred Cross training was held. Scheduled training for this month will include lifting and moving patient and extrication. Monthly training should make everyone more comfortable as they work with patients. Dustin read a note from patient that wanted to make a donate to the PK Building. Russell agreed to reach out with details on how donations can be made.
- Consider/Discuss/Approve PK West Mutual Aid Process- No information was available.
- Discuss/Report Palo Pinto County Fire Chief & EMS Coordinator- Chief Gary Lee provided a handout. County Training coordinators meeting was held. Coordinators present voted to try to do more in house training. Chief Dunn and Chief Lee visited Lone Camp regarding the interface truck. Arrangements were made for a pump test. Chief Lee described efforts with Brazos VFD. Tye, Ken and Gary met with PK East VFD about joining FRO. FRO paperwork was provided as PK East considers becoming a part of County FRO program. Mistie explained credits necessary for back ground checks. Ken made a motion to set up two accounts (fire and EMS) for back ground checks. Gary second. Motion passed 5-0.
- Approve/Consider Annual Report Document for tax funds- Tye wanted the Radio Communication Policy to be approved. Ken made a motion to approve the Draft Radio Communication Policy that will be in the Annual Report. Russell second. Motion passed 5-0. Gary Lee wants changes in language for both the Annual Report and Contract. Ken explained that a workshop would be necessary for everyone to work through the details. Commissioners agreed to hold a workshop on January 12, 2020. Ken explained it is necessary to address language in both documents so that lawyers could be included in the final version of the document.

- Discuss/Consider Brazos VFD 2020 Annual Report funds- Tye explained how the Brazos is really trying. There was discussion about efforts. Gary stated he thinks training and effort means something. The funding discussed will be for back service. Carolyn pointed out that they have no contract. How do we fund a Department with no contract? Ken discussed team effort of the Departments. Gary made a motion to fund Brazos at \$20,000. Russell second. Motion passed 4-1.
- Discuss/Approve Interlocal Agreement for services in Mineral Wells Fire District- Discussion of the Interlocal Agreement submitted was reviewed. Ken pointed out the fund amount will change for next year. Part of the financial consideration will include insurance. Ken made a motion to approve the Interlocal Agreement with the City of Mineral Wells. Russell second. Motion passed 5-0. Chief Pool spoke to the effort involved in putting the Agreement together and will serve the county well for the future.
- Discuss/Consider efforts on new contract for Volunteer Fire Departments – Need workshop to finalize content of the Contract. The Carlton Law Firm was asked to provide a draft and will finalize a new contract for Board consideration.
- Approve/Reject Request Forms submitted- Lone Camp VFD submitted reprogramming request for radios that were donated. Mike Simpson ask for information on the radios received. He asks that if radios are purchased in the future that he be included in these decisions. Carolyn ask Mike if he knew how many hand-held radios were in the County. He advised that someone would need to generated an inventory list off of the invoices that had been submitted to ESD from Midcom. Mike had no idea on the number of radios in Palo Pinto County.
- Discuss/Consider Updates/Approve Recommendation on all EMS buildings- Ken and Charles visited all the EMS Buildings on Monday, December 14, 2020. No issues on any of the building were found. Ken and Carolyn met with the Graford Emergency Fire Department Board to discuss future plans for both buildings. Ceiling installation in the building was identified as a priority. Graford Board member Matt Biery agreed to request a bid from the builder on installation. No bid has been received to date.
- Report/Consider/Approve Recommendation PK Building Committee effort including Bids and Advertising- Ken reported that bids were opened on a Zoom Meeting December 10, 2020. Seven bids submitted. Russell ask permission to talk to the 3 lowest bids. Gary Word will take Ken Backes place on the Building committee. The Building Committee will be Russell, Gary and Mistie and they will review all information and bring a recommendation back to the ESD Board. Russell ask if there is a conflict of interest with anyone on the Board with the Companies that submitted bids. No one had a conflict. Ken agreed to continue to discuss financials and how to divide the cost between ESD and hospital.
- Set date for next meeting- A workshop was scheduled for January 12, 2021 at 5:30pm. A regular ESD meeting was scheduled for January 21, 2021 at 5:30pm. The extension office will be contacted for availability. The meeting adjourned at 7pm.
- Adjourn  
Dated this the 20 Day of December 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.

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.