

NOTICE

CALLED BOARD MEETING

PALO PINTO COUNTY EMERGENCY SERVICES DISTRICT #1 MINUTES

Palo Pinto County Emergency Services District # 1 Board met on the 21th day of January 2021 at 5:30pm in the County Extension Building, Palo Pinto Texas, 76484.

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. ESD Commissioners present were Tye Jackson, Russell Madden, Gary Word, Ken Backes, and Carolyn Land.
- Election of Officers- A review of the current officers was discussed. Russell made a motion to approve the following slate of Officers: Tye Jackson, President, Gary Word, Vice President, Carolyn Land, Secretary, Ken Backes, Treasurer, and Russell Madden Assistant Secretary- Treasurer. Gary second. Motion passed 5-0.
- Public Comments and Announcements- No one wanted to address the Board. Russell ask if the Departments had been busy with fire calls. Mineral Wells Chief Pool informed the meeting that Mineral Wells had three structure fires recently.
- Approve/Amend/Discuss Minutes of previous meeting-Land-Two sets of Minutes were presented. First the minutes from December 15,2020. Gary made the motion to approve the Minutes from December 15, 2020. Ken second. Motion passed 5-0. January 12,2021 Special Meeting and Workshop was considered. Ken made a motion to approve the minutes as written from the January 12, 2021 meeting. Russell second. Motion passed 5-0. Carolyn also reported that ESD address notice was published in the Weatherford Democrat on January 16, 2021.
- Treasures report – Mistie-Discuss/Approve names on Signature Card for all accounts. Spirit of Texas was asked to prepare new Signature card for four ESD checking accounts. Carolyn made a motion for all five ESD Commissioners, Tye Jackson, Ken Backes, Russell Madden, Gary Word and Carolyn Land, to be signers on all four ESD checking accounts. All checks will require two signatures. Administrative Assistant Mistie Garland will be given authority to speak with Spirit of Texas on behalf of ESD #1 on banking matters. Mistie Garland should have access to all Spirit of Texas on line banking accounts. The ESD #1 Board is giving her permission to make transfers on all four accounts. Ken second. Motion passed 5-0.

Report/Discussion Money Market Account-

- Reconciliate bank statement-Commissioners reviewed the bank statement. Russell made a motion to approve the reconciliation of the Money Market bank statement. Gary second. Motion passed 5-0.

Regular checking

- Approval of checks written since last meeting –One checks were written since the last meeting. Gary made motion to approve the check written to Texas Diesel Power for \$1,650. Russell second. Motion passed 5-0.
- Reconciliate the bank statement- Both the bank statement and Regular check book were provided for review. Both reflected the same ending balance. Gary made a motion to approve the reconciliation of the bank statement. Russell second. Motion passed 5-0.
- Approval of accounts payable- The following invoices were submitted: Engie \$86.13, Verizon \$76.04 & \$76.28, First Net \$74.00, Palo Pinto County Auditor \$8,789.32, Midcom \$750 & \$600, Jack Powell \$2,793.86, Bennett’s Office Supply \$65.79, Carlton Law Firm \$132, VFIS \$17,072, and SFFMA \$2,200. Russell made motion to pay accounts payable. Gary second. Motion passed 5-0.
- Amend 2020 Budget- No Budget amendments were required.

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 the Sales tax check book. Both reflect the same ending balance. Russell made a motion to approve reconciliation of the Sales Tax Account. Ken second. Motion passed 5-0.
- Approval of accounts payable- Invoices submitted for payment include the following: Reliant \$628.31, United Coop \$25.11, Bennett's Office Supply \$87.42, PK Water \$72.79, Gordon Water Supply \$120.59, Sky Camp \$1,900, and Airgas \$194.33. Gary made a motion to approve accounts payable. Ken second. Motion passed 5-0.
- Amend 2020 EMS Budget- No Budget amendments were required.

PK Building checking

- Approve checks written since last meeting- No checks were written since the last meeting.
- Reconciliate bank statement- Both the PK Building bank statement and check book were provided. Commissioners reviewed both and found ending balance to be the same for both. Russell made a motion to approve the reconciliation of the PK Building bank account. Gary second. Motion passed 5-0.
- Approval of accounts payable- No accounts payable were submitted.
- No amendments were required.

Ken addressed the Board about setting a date for a workshop to consider future Budget considerations. He outlined a number of issues in the Budget and felt tax collection number would be available by February 1, 2021. A date of February 4, 2021 at 5:30pm at 155 River Road was set for a Special Budget Workshop.

- Discuss/Approve SFFMA Membership for Volunteer Departments- SFFMA provided an invoice for membership for all Volunteer Departments. Russell made a motion to pay SFFMA membership for Departments. Gary second. Motion passed 5-0.
- Discuss/ Approve VFD Contract and Annual Report- A workshop was held to work on VFD new contract. Ken reported that the Boards efforts had been sent to Carlton Law Firm for review. Ken addressed the Board by asking that Annual Report go out as soon as possible. Ken felt that after legal review the new contract should go out to Departments for their review. Russell made a motion to allow the Contract to be reviewed by Departments after legal review. Ken second. Motion passed 5-0. Mistie questioned if new contract was necessary if the Chief changes in a Department. Ken made motion to send out Annual Report to Department as soon as possible. Gary second. Motion passed 5-0.
- Discuss Status/Report First Responder Program, Training and Grant and Schedule for all- Calls have been slow. Still looking for volunteers interested in First Responder Program. Ken ask for a motion to set up account with Galls to purchase polo shirt. Russell made motion to allow ESD 1 to set up account with Galls to purchase FRO shirts. Gary second. Motion passed 5-0. Need a dozen volunteers to set up another FRO class.
- Consider/Discussion/Approve policies related to ESD #1 First Responder Organization – No policies needed a review.
- Approve/Report Radio install/programing/performance FireNet Tower operations - A generator offered by Power Products was discussed when power is loss to Chestnut Tower. Ken made a motion to make a down payment of \$7,000 to purchase the generator. There was discussion of ESD #1 and #2 and the County going together to purchase this generator. Russell second. Motion passed 5-0. Radio programing will resume. Work on Sheriff Office console panel needs completion. There was discussion about where in the budget to take funds for generator. Mike ask how much to spend on console panel. Ken made a motion to continue with work on the console panel at a cost of no more than \$10,000. Gary second. Motion passed 5-0. Mike reported that BRA has requested that their radios be programed to work off of Fire northwest. BRA has 17 radios needing programing at \$20 apiece plus rewriting a program. Russell pointed out expense is only about \$600. Russell made a motion to spend \$600 to reprogram BRA radios. Carolyn second. Motion passed 5-0.
- Approve /Reject bids from Fire Departments for equipment purchased in excess of \$50,000.00 dollars. No bids were submitted.

- Review 911 Call Sheets/Sacred Cross EMS- Dustin provided a handout. Dustin reported a total of 62 Calls for Service for the month of December 2020. Training has been shut down because of the large number of COVID cases. Transfers are all over the map, Midland to Lubbock. Simply no place to take very sick patients. COVID cases are still running rapid in the County.
- Approve/Report on status contract EMS buildings- A new contract was submitted by the owners of the PK EMS residence, Sky Camp. The monthly rental fee went from \$1,500 to \$1,700 in December. The contract presented included a full year opinion. Russell made a motion to approve the contract and rent increase. Gary second. Motion passed 5-0. Commissioners visits were made to each EMS building. Gordon no issues. Graford EMS building still has leak around a window. A bid was submitted for lowering the ceiling in the Graford building. Classic Construction submitted a bid. Commissioners agreed to find another bid and come back to the Board.
- Discuss/Report Palo Pinto County Fire Chief & EMS Coordinator- Chief Gary Lee provided a handout. Mistie has been scheduling COVID vaccinations and Gary ask if anyone was left off the list. Brazos VFD has purchased a structure capable engine. Gary is still looking for next Department that is interested in FRO class. Gary ask if any Department change leadership that he be notified. Training and Maintenance will be part of new ESD Contract.
- Approve/Consider Status Mineral Wells and Lone Camp Fire truck- It was announced that the Lone Camp truck is still being worked on. Chief Pool returned an original signed copy of the Mineral Wells/ ESD Interlocal Agreement. Santo VFD took a Type 3 Brush truck from Lone Camp VFD.
- Discuss/Consider proposals for next year's tax dispersals to Departments-Ken made a motion to table this Agenda item. Russell second. Motion passed 5-0.
- Approve/Reject Request Forms submitted- Lone Camp requested \$7,510 to pay for utilities until they receive their tax check from the ESD. Gary made motion to pay Lone Camp \$7,510 and that amount will be deducted when Lone Camp receives yearly tax funds. Russell second. Motion passed 5-0.
- Discuss/Consider recommendation on Builder for building 55 S FM2353- Russell provided a handout. Bids received were outlined. Russell checked references on lowest 3 bids. Russell suggested the 2 highest bids should be thrown out. Bids from Teinert Construction and Pete Durant & Associates were felt to be the two strongest Contractors. Project Superintendent would be mandatory for this project. Both contractors estimated timeframe for completion was same. Russell wanted to question each bidder about code. Gary talked to both offices. Both companies appear to be high quality builders. Next step seems to be signing a Contract and securing financing. Ken pointed out the he felt the Hospital is firm on their commitment. Russell wanted to verify both are looking at building as a steel building. Tye made a motion to go with Teinert Construction pending review of building code as a metal building. Ken second. Motion passed 5-0. Financing was discussed. Russell encouraged the Board to pay off the building as rapidly as possible.
- Discuss/ Approve Architect submitted bids for septic systems on 55 S FM2353- It was pointed out some test have been on building site.
- Discuss/Consider Status of SAF-D Conference and ESD training- Training requirements for ESD Commissioners was part of the discussion including efforts by SAF-D to provide on-line training.
- Set date for next meeting-Next meeting will be February 9, 2021 at 5:30pm at the County Extension Office if available.
- Adjourn- Meeting adjourned at 7:30pm.

Dated this the 24 Day of January 2021

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.