

NOTICE

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

Palo Pinto County Emergency Services District # 1 Board met on the 20th day of May 2021 at 5:30pm in the County Extension Building, 2215 South 5th Ave., 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 at 5:40pm. ESD Commissioners present were Tye Jackson, Russell Madden, Ken Backes, Gary Word, and Carolyn Land.
- Public Comments and Announcements- Chief Potter, Palo Pinto Chief, needs insurance cards for their trucks. Palo Pinto also has a truck that can be used as a tender. Palo Pinto VFD offered the truck to the ESD as a reserve truck for the County. There was discussion. Age of the truck and needed repairs prompted the Board to advise Palo Pinto VFD to sale the truck.
- Approve/Amend/Discuss Minutes of previous meeting-Land Minutes from the April 15,2021 ESD meeting were presented. Ken made a motion to approve the Minutes as written. Russell second. Motion passed 5-0.
- Treasures report – Mistie- Report Financials and Status of Audit/Approve Audit Report/Report Audit to Commissioners Court- A letter was written to Commissioner’s Court requesting additional 30-day extension on the ESD Audit presentation. Commissioners Court will meet and consider the request on Monday, May 24,2021.
- Report/Discussion Money Market Account-
 - Reconciliate bank statement- The Money Market bank statement was presented. Interest rate continues to be a concern. Ken made a motion to approve the reconciliation of the Money Market bank statement. Gary second. Motion 5-0.

Regular 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 Commissioners. Both reflect the same ending balance. Ken made a motion to reconcile the regular checking account. Russell second. Motion 5-0.
- Approval of accounts payable- The following invoices were submitted for consideration: Midcom \$1,000 & \$650, American Communications \$2,480.82 & \$95.57, Engie \$24.99 & \$63.35, Palo Pinto Appraisal District \$5,249.34, First Net \$74, Verizon \$75.92, TX DMV \$44.50. Ken made a motion to approve the payment of invoices submitted. Gary second. Motion passed 5-0.
- Amend 2021 Budget- No amendments were submitted.

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 Commissioners. Both reflect the same ending balance. Gary made motion to approve the reconciliation of the bank statement. Ken second. Motion passed 5-0.
- Approval of accounts payable: The following invoices were submitted for payment: Sky Camp \$1,700, United Coop \$25.11, Gordon Water Supply \$116.41, PK Water \$57.79, Midcom \$2,150, TXU \$456.75 & \$436.68, Brody Scrivner \$65, Gary Word \$482.97 Snider Drywall \$4,800 and Elite Refrigeration \$2,450. Gary made motion to approve payment of accounts payable. Ken second. Motion approved 5-0.
- Amend 2021 EMS Budget- No amendments were presented.

PK Building checking

- Approve checks written since last meeting- One check was written since the last meeting: Application #3 Teinert Construction \$122,577.80. Gary made motion to approve Teinert payment. Ken second. Motion passed 5-0.
- Reconciliate bank statement- Both the check book and bank statement were reviewed by Commissioners. Both reflect the same ending balance. Gary made motion to reconcile the PK Building checking account. Ken second. Motion passed 5-0.
- Approval of accounts payable- The following invoices were submitted for payment: ENPROTEC/ Hibbs & Todd Inc. \$4,115,00 & \$800. Gary made motion pay the invoices. Ken second. Motion passed 5-0.
- Amend 2021 PK Building Budget- No amendments were presented.
- Discuss/ Update report VFD Contract- Carolyn reported that all contracts were mailed to each Department. Santo VFD, Lone Camp VFD, Palo Pinto VFD have all returned signed contracts.
- Discuss/ Approve Lease Agreement Palo Pinto General Hospital- The Commercial Lease Agreement with Palo Pinto General Hospital was considered. Ken made a motion to approve the Commercial Lease Agreement. Russell second. Motion passed 5-0. Tye Jackson signed the Lease Agreement. Palo Pinto Hospital CEO Ross Korkas had already signed the Agreement.
- Discuss Status/Report First Responder Program, Training and Schedule – Ken reported Lake Palo Pinto FRO is responding to calls and have done in-service. Medical bags were checked and in compliance. To whom it may concern letter was received from Tina Ulbrich and David Easley requesting first responder program for PK East. The letter requested an ALS FRO that would have additional skills added to protocol and approved by a different Medical Director. Ken reviewed State regulations. In order to have a first responder program must have interlocal agreement with all ambulance service in the County. Medical Directors must approve protocol. Received protocol request from PK East. Ken pointed out possible concerns on some items that are listed as skills. Ken ask the ESD Board for guidance on which direction to go on PK East request. Commissioners discussed that one FRO for the County remains the goal. Ken was asked to continue to work through any issues.
- Approve/Report Radio install/programming/performance FireNet Tower operations – Mike Simpson programming radios continues. Mike is waiting to hear from David Easley on details for new radios for PK East VFD so programming can be scheduled. Mike is afraid that a lightning strike may have occurred at Chestnut tower site and may need to visit with VFIS on insurance claim. Carolyn offered to help with any VFIS contacts.
- 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 Wright emailed the April report to Commissioners before the meeting. All Sacred Cross management are attending the Texas Ambulance Association Conference. Matt Feldman represented Sacred Cross at the meeting. Matt reviewed details of the April report.
- Approve/Report on status on EMS buildings and repair- No inspection tour was held this month. Carolyn reported that two stand-alone sinks were purchased for Graford building. Gary and Carolyn will work on installation.
- Discuss Status on lowering ceiling and sink installation Graford Emergency Fire Department-Gary Word reported on work on the ceiling at the Graford building. Gary reported that only thing lacking is a couple of light fixtures. Acoustics in the Graford are much improved.
- Discuss/Report Palo Pinto County Fire Chief & EMS Coordinator- Gary provided a handout. Chief Lee picked up Annual report from Palo Pinto VFD. Lake Palo Pinto VFD received a \$15,000 PPE grant. Currently coordinating Active Shooter training for Courthouse employees. Chief Lee brought an offer to the Board on Mineral Wells truck #130.
- Presentation by Brazos VFD on status of training and structural firefighting capabilities- Eric Flavin presented a power point presentation on Brazos training. Chief Lee gave a report on Brazos training to date. There was discussion regarding training efforts made by the volunteers of Brazos VFD.

- Discuss/Report/Approve financials remaining with First Financial bank on Mineral Wells Truck – Gary met with Cory Crenshaw of First Financial today and he suggested that ESD continue to make the payment. Carolyn made a motion to make another \$2,000 payment on the note. Russell second. Motion passed 5-0.
- Approve/Consider offer on selling Fire truck #130- License plate # 127 0390 – Carolyn made motion to sell Mineral Wells truck #130 contingent on the skid and all equipment being removed for \$1,000. Russell second. Motion passed 5-0.
- Approve/Reject Request Forms submitted- No request forms were submitted.
- Discuss/ Consider/ Approve Annual Reports – Palo Pinto VFD, Santo VFD and PK East VFD- Commissioners reviewed each Annual Report that was submitted for consideration. Palo Pinto VFD bank statements were just received today. Carolyn questioned if all 12 bank statements were sent to Commissioners. Gary made motion to pay Palo Pinto VFD less insurance. Santo VFD Annual Report was considered. Carolyn made motion to pay Santo VFD. Gary second. Motion passed 5-0. PK East VFD Annual Report was considered. Carolyn made motion to pay PK East VFD for services less insurance. Gary second. Motion passed 5-0.
- Update Discussion PK Building Project-OAC Report- Because of recent rains, no OAC project meeting was held. Russell reports he has talked to Palo Pinto General Hospital, Shane Coleman about construction. Russell will talk with Tim Hopkins, Architect this next week. Meeting with the PK Water Supply and Hospital is scheduled for tomorrow. Need clarification on equipment that will be in the Clinic. Building metal is scheduled to arrive the 27th of May.
- Discuss/Consider appointment of PK Building construction manager- In the Interlocal Agreement between Palo Pinto County Hospital and ESD, there is language about a construction manager appointment. President Tye Jackson appointed Russell Madden to be the Project manager.
- Discuss/Consider/Approve allowing Teinert to submit a change order for increase in metal at \$15,000. Russell checked on dates in the contract. Legally we were outside the date for signing the contract. A contingency fund is built into the bid process. Russell felt that Teinert is owed the additional funds because of length of time ESD took in approval of the Teinert Contract. Gary made a motion to pay the additional \$7,500 for a change order on the metal. Ken second. Motion passed 5-0.
- Discuss/Consider/Approve hiring full-time administrative assistant to include job description, hiring process, and compensation package. A job description that was used when Mistie was hired was sent to all Commissioners before today's meeting. Ken went through the benefit package for an Administrative Assistant. Russell made a motion to begin the process of hiring a full-time administrative assistant. Gary second. Motion passed 5-0. The job description was discussed. Mistie reported that finance is 75% of the job. Excel and Quick Books are skills that would need to be required.
- Discuss Budget/Tax assessment process- This item was on last year's Agenda for the month of May. Gary ask to be on this committee so he could learn the process. Carolyn agreed to work on the budget.
- Set date for next meeting- The next meeting will be June 17, 2021 at the County Extension Building at 5:30pm.
- Adjourn- The meeting adjourned at 7:55pm.

Dated this the 24th Day of May 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.