

NOTICE

CALLED BOARD MEETING

PALO PINTO COUNTY EMERGENCY SERVICES DISTRICT #1 MINUTES

A Called Session of the Palo Pinto County Emergency Services District # 1 Board met on the 17th day of June 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. Vice-President Gary Word called the meeting to Order at 5:35pm. ESD 1 Commissioners present were Gary Word, Carolyn Land and Russell Madden. A quorum was established. Chief Gary Lee attended. Mistie Garland and Ken Backes did not attend. Tye Jackson was en route to the meeting.
 - Public Comments and Announcements- Chief Arthur James announced that Gordon VFD will hold a cook-off July 9-10th at Lake Palo Pinto. Everyone is invited. July 3rd Lake Palo Pinto VFD will have a fund raiser fish fry at their station. July 17th PK East VFD will be a fund raiser Fish Fry at their station.
 - Approve/Amend/Discuss Minutes of previous meeting-Land Russell made a motion to approve the Minutes from the May 20, 2021 meeting. Carolyn second. Motion passed 3-0.
 - Treasures report – Mistie- Report Financials and Status of Audit/Approve Audit Report/Report Audit to Commissioners Court- Carolyn reported that the Audit material has been submitted to Edgin. Mistie felt all items requested have been received by the Auditor. The Audit is scheduled to be presented to Commissioner's Court on June 28, 2021. When the Audit is received a Special ESD Meeting will need to be held for ESD Commissioners to approve the Audit before the Presentation to the Court.
- Report/Discussion Money Market Account--
- Reconciliate bank statement- The bank statement and check book were reviewed. Carolyn made a motion to approve the reconciliation of the Money Market Account. Russell second. Motion passed 3-0.

Regular checking

- Approval of checks written since last meeting –Two checks were written since the last meeting. VFIS added a Fire Truck to the policy and invoiced \$395. American Communication requested check be reissued because the mailed check was never received for \$5,140.29. Russell made a motion to approve the checks written since the last meeting. Gary second. Motion passed 3-0.
- Reconciliate the bank statement- Both the bank statement and check book were reviewed by all Commissioners. Both reflect the same ending balance. Carolyn made a motion to approve the reconciliation of the bank statement. Russell second. Motion passed 3-0.
- Approval of accounts payable- The following invoices were submitted for payment: Engie \$66.26, Midcom \$1,000 & \$1,975, First Net \$74, Carlton Law Firm \$726.00, Verizon \$ 75.92, and VFIS \$16,796. Carolyn made motion to pay accounts payable. Gary second. Motion passed 3-0.
- Amend 2021 Budget- No amendments were provided.

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 provided to Commissioners. Both reflect the same ending balance. Carolyn made a motion to approve the reconciliation of the Sales Tax account. Russell second. Motion passed 3-0.
- Approval of accounts payable- The following invoices were submitted: Sky Camp \$1,700, Sacred Cross \$206,250, Gordon Water Supply \$64.48, Brody Scrivner \$260, Reliant \$734.37, TXU Energy \$475.09, and

United Coop \$25.11. Carolyn made motion to approve accounts payable for Sales Tax checking account. Russell second. Motion passed 3-0.

- Amend 2021 EMS Budget- No Budget amendments were presented.

PK Building checking

- Approve checks written since last meeting- Only the Teinert Application #4 check was written. Carolyn made motion to approve this check written since the last meeting. Russell second. Motion passed 3-0.
- Reconciliate bank statement -Commissioners reviewed both the bank statement and check book. Carolyn made motion to approve the reconciliation of the bank statement. Gary second. Motion passed 3-0.
- Approval of accounts payable- The following invoices were submitted for payment: ENPROTEC/Hibbs & Todd Inc \$1,874.50 and Carlton Law Firm \$297.00. Carolyn made motion to approve accounts payable. Gary second. Motion passed 3-0.
- Amend 2021 PK Building Budget- No budget amendments were necessary.
- Discuss/ Update Report Returned VFD Contracts- Gary reported two more Departments had turned in signed VFD Contracts. He thought only PK East VFD and PK West VFD had not returned the new contracts.
- Discuss Status/Report First Responder Program, Training and Schedule- No Report was submitted.
- Approve/Report Radio install/programing/performance FireNet Tower operations – Mike Simpson advised that Graford needs new radios for at least five apparatus. Graford VFD hand-held radios are held together with masking tape. PK East VFD has 10 new radios that are waiting for assigned call numbers for programming. He stated there are 8 new reserve radios, 8 speaker mikes, and 8 extra batteries in stock at his house. A letter from Texas Forest Service was received asking for permission to transmit on Fire Net. Mike felt a non-disclosure agreement, IOA letter, needs to be drafted. Palo Pinto Mobile command has been offered a frequency on Texas Forest Service radio frequency. Russell made a motion to approve Texas Forest Service granting permission to transmit on Fire Net with required signature on IOA letter. Gary made second. Motion passed 3-0. Chief Arthur James attended the meeting and turned in a Request form for 12 radios. Russell made a motion to release 8 radios and accessories that are in stock to Gordon VFD. Chief James reported that the batteries do not stay charged in the new radios. Gary second. Motion passed 3-0. Tye came into the meeting at this Agenda item. Lipan VFD provides mutual aid to Santo area and ask to be allowed access to Fire Net. Chief Logan Loftin reported that Santo VFD works with Lipan VFD constantly because of the events on Interstate 20. Russell made a motion to approve Lipan VFD reprograming for their radios to FireNet pending conversation with Lipan VFD. Gary second. Motion passed 4-0.
- Approve /Reject bids from Fire Departments for equipment purchased in excess of \$50,000.00 dollars. None were submitted.
- Review 911 Call Sheets/Sacred Cross EMS- Dustin provided a handout. There was an increase of 20 calls for May. One response to PK West was received. Training is scheduled for May 5th with Lake Palo Pinto VFD/FRO. Dustin explained that because of extra training kits for “Stop the Bleed” they are offering the course to Churches. It is on a first come basis.
- Discuss/Consider/Approve Contract for Assessment and Collection Services- Tax Assessor-Collector– Carolyn presented the Tax Assessor Contract for Approval. This gives permission for that office to collect ESD taxes for a period of one year. Carolyn made a motion to approve the Tax Assessor-Collector/ ESD #1 Contract. Gary second. Motion passed 4-0.
- Approve/Report on status on EMS buildings and repair- ESD Commissioners and Sacred Cross personnel did not visit the EMS building before the meeting. Graford has a flower bed that needs attention. It was decided that fill would be necessary and river rock could be used as cover for landscaping. Air conditioning at the Gordon building continues to be discussed.

- Discuss Status sink installation Graford Emergency Fire Department- The bathroom sinks are purchased and just need to be installed. Gary was asked to hire a plumber to complete the work.
- Discuss/Consider/ Approve Brazos VFD Contract- There was discussion. Chief Lee sent a letter to ESD Commissioners recommending Brazos VFD reinstatement. Russell made motion to reinstate Brazos VFD. Gary second. Chief Flavin spoke and said they are ready and willing to do whatever. Logistics and financial consideration issues were discussed. Motion passed 4-0. Dispatch and radios for Brazos VFD were discussed. Mike pointed out Brazos VFD does not have a tone out button on the console in the Sheriff's office. American Communication will need to come out and work on the console before Brazos could be toned out. A Brazos VFD contract will be prepared. Mike agreed to work on getting American Communication scheduled for console addition.
- Discuss/Report Palo Pinto County Fire Chief & EMS Coordinator- Chief Lee prepared a handout. A meeting tomorrow morning with PK West VFD at 10am has been scheduled to discuss new VFD Contract. Swift water training had 41 volunteers attending.
- Approve/Consider payment Fire truck #130 License plate # 127 0390 Carolyn made a motion to approve the First Financial payment on Truck #130 for \$2,000. Russell second. Motion passed 4-0. Gary thought there were 4 more payments due. The Fire truck at Don Shire is still parked at that location. Chief Lee will check on logistics of moving the truck or selling it to Don Shire. Palo Pinto VFD still needs to remove the skid unit.
- Approve/Reject Request Forms submitted- Santo VFD submitted a request for 7 sets of PPE, estimated at a cost of \$21,315. Carolyn ask about grant for PPE. Chief Logan Loftin advised the Board they purchase interior certified bunker gear for only those that are certified to enter structure. Santo VFD did not feel they would be eligible for another grant for several years. Russell made a motion to approve the purchase with a split of 50/50 on their Request for funds. Gary second. Motion passed 4-0. Chief Lee submitted the Gordon VFD Request Form for 12 radios and speaker mikes and 24 extra batteries. Since a previous motion had been approved for the 8 radios that were in stock, there was discussion about Gordon's needs. Chief Lee adjusted the amount of Gordon VFD request to \$2,580.28 and the number of radios with accessories to four. No action was taken.
- Discuss/ Consider/ Approve Annual Reports – Strawn VFD, Gordon FVD, and PK West VFD all 3 Departments turned in Annual Reports. Carolyn explained that in Strawn's Annual Report there were items that were not complete. Gordon VFD and PK West VFD had just been received. She asked that consideration for these Annual Reports be tabled until the next meeting. Russell made a motion to table until the next meeting. Gary second. The motion passed 4-0.
- Update Discussion PK Building Project-OAC Report- Pictures of the PK Building progress were shared. The remaining driveway was poured this morning. Most of the metal framework is complete and metal for the exterior walls can be seen. Russell explained that the Hospital has requested a Heli-Pad that they are willing to pay for this addition. Russell is working with FAA to get all design approved.
- Discuss/Report/Approve hiring full-time administrative assistant to include job description, hiring process, and compensation package. Question where are we in the hiring process? Ask Mistie to look into retirement programs available.
- Discuss Budgets/Tax assessment process-Gary Word and Carolyn report a Budget meeting was held with preliminary discussions on all four Budgets.
- Set date for next meeting- The next meeting was set for July 15, 2021 at 5:30 at the County Extension Office.
- Adjourn- The meeting adjourned at 7:10pm

Dated this the 20th Day of June 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.