

# 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 17th day of October 2022 at 5:30pm in the Possum Kingdom ESD Building, 55 South FM 2353, Graford, Texas 76449.

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, Brent Nance, and Carolyn Land. A quorum was established. Mistie Garland was also in attend. Gary Word and Mike Henderson did not attend.
- Public Comments and Announcements- Carolyn reported attending a TIRZ meeting at noon.
- Approve/Amend/Discuss Minutes of previous meeting-Land-Minutes September 15, 2022-Brent made a motion to approve the Minutes from September 15, 2022 as written. Carolyn second. Motion passed 3-0.
- Treasures report – Mistie reported that Paychex has all the information to handle pay roll. End of year SAFD report has been submitted to the State.

#### Report/Discussion Money Market Account-

- Reconciliate bank statement- Brent made a motion to approve the reconciliation of the Money Market account as presented. Carolyn second. Motion passed 3-0.

#### Regular checking

- Approval of checks written since last meeting –A check was written to the Appraisal District since the last meeting. Brent made a motion to approve check written since the last meeting. Carolyn second. Motion passed 3-0.
- Reconciliate the bank statement- Both the bank statement and check book were provided. Brent made a motion to approve the reconciliation of the bank statement. Carolyn second. Motion passed 3-0.
- Approval of accounts payable- Invoices were provided for review. Brent made a motion to pay accounts payable. Carolyn second. Motion passed 3-0.
- Amend Budget- No budget amendments were presented.

#### Sales Tax checking

- Approval of checks written since last meeting- One check was written to Department of State Health Services to renew FRO state license. Brent made a motion to approve check written since the last meeting. Carolyn second. Motion passed 3-0.
- Reconciliate the bank statement-Both the bank statement and check book were provided for Commissioners review. Carolyn made motion to approve the reconciliation of the bank statement. Brent second. Motion passed 3-0.
- Approval of accounts payable- All Sales tax invoices were provided for review by Commissioners. Brent made a motion to approve payment of accounts payable. Carolyn second. Motion passed 3-0.
- Amend EMS Budget- No amendments were presented.

#### PK Building checking

- Approve checks written since last meeting- No checks were written since the last meeting.
- Reconciliate bank statement- Both the bank statement and check book were provided. Brent made motion to approve the reconciliation of the PK building account. Carolyn second. Motion passed 3-0.

- Approval of accounts payable – Brent made a motion to pay accounts payable. Carolyn second. Motion passed 3-0.
- Amend 2022 Building Budget- No amendments.
- Consider/ Approve Order Authorizing Fees for Certain Emergency, Fire and Rescue Services- Tye read the Order and Carolyn explained reasonable fee content. Carolyn made motion to approve the Order Authorizing Fees for Certain Emergency, Fire and Rescue Services. Brent second. Motion passed 3-0.
- Consider Approve assignment of Donation Funds- Carolyn made a motion to approve \$1,500 to Lone Camp VFD for donations received in their name. Lone Camp Fire was named the Vacuum fire. Brent second. Motion passed 3-0.
- Discuss/ Approve ESD #1 Employee Manual – Carolyn made a motion to approve the Employee Manual. Brent second. Motion passed 3-0.
- Report/Approve County/ ESD #1 Interlocal Agreement for EMS funding- Brent made a motion to approve the Interlocal Agreement with the County for EMS funds. Carolyn second. Motion passed 3-0.
- Report/Discuss/ Approve VFD Contract and Annual Report funding- Strawn VFD and Gordon VFD- Strawn VFD Annual Report was reviewed for content and Strawn VFD contract was signed. Carolyn made a motion to approve Strawn VFD Annual Report and pay Annual fees. Brent second. Motion passed 3-0. Gordon VFD Annual Report and Contract was reviewed. Brent made motion for Gordon VFD to receive Annual fees. Carolyn second. Motion passed 3-0.
- Report/ Discuss/Approve/ VFIS Insurance policy-A review to renew Property and Casualty Policy VFIS insurance policy is currently in process. A workshop will be scheduled to review details and reconciling with the departments. Vehicle insurance cards and policy information will be shared with each Department.
- Report/Discuss/Approve correspondence Carlton Law Firm regarding fee- Mistie reported that correspondence with Kelli Carlton gave the ESD a process for collecting fee when services rendered on Special situations. Example control burns during a Burn Ban was cited as a Special situation. Fees charged must be reasonable as stated in State Health & Safety code. 775.040 Departments have submitted their expenses. An invoice will be submitted as details are known.
- Approve/Report Radio install/programing/performance FireNet Tower operations – Mike Simpson- FCC renewal every 10 years. APCO invoice will add additional channel/frequencies for ESD future use.
- Approve /Reject bids from Fire Departments for equipment purchased in excess of \$50,000.00 dollars. No Departments submitted bids.
- Review 911 Call Sheets/Sacred Cross – No report was provided. Sacred Cross was not in attendance.
- Report/Consider/Approve Sacred Cross Grant application- Sacred Cross was not in attendance.
- Discuss/Consider report for ESD PK Building 55 S FM2353, Gordon EMS Building & Graford VFD Building- Brent reported that he is currently working on a leak in shower at Graford building. PK building Teinert has scheduled punch leak work. The roof leak appears to be fixed. Painting and ceiling repairs are part of the punch list.
- Consider/Approve bid for landscaping PK Building- Kyle Walker submitted a bid for materials to do landscaping for the front of the PK Building would run about \$1,000. Carolyn made a motion to approve zero landscaping with the PK Handy man not to exceed \$1,000. Brent second. Motion passed 3-0.
- Set date for next meeting- The date of the next meeting was scheduled for Monday, November 14, 2022. A workshop date was discussed of October 24, 2022.
- Adjourn- The meeting adjourned at 7pm.

Dated this the 21 Day of October 2022

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.