

Kaufman County Emergency Service District #6

Minutes

Meeting November 12, 2020

The special meeting was called to order at 7:30 pm. Mack Duncan, Micky Rouvaldt, and Ed Wilson in attendance. Dana Curry attended by phone conference due to a family emergency and Robert Schleich was not in attendance. Motion made by Micky Rouvaldt and second by Mack Duncan to approve September minutes, all approved. The financial report was reviewed and a motion was made by Mack Duncan to approve, second by Micky Rouvaldt, and all approved. Bills were reviewed and paid. The election returns from the November 3rd were reviewed and canvassed. Motion made by Micky Rouvaldt to approve the vote canvas, second by Mack Duncan, all approved. Chief Briggs was in attendance and gave an update of the department. They are looking at replacement of Brush Truck #1. As there was no other business, the meeting was adjourned.

President: Ed Wilson

Secretary: Dana Curry

Kaufman County Emergency Service District #6

Minutes

Meeting December 16, 2020

The meeting was called to order at 7:35 pm. Mack Duncan, Micky Rouvaldt, Robert Schlebach and Ed Wilson in attendance. Dana Curry was not in attendance. Motion made by Mack Duncan and second by Micky Rouvaldt to approve November minutes, all approved. The financial report was reviewed, Mack Duncan motioned to approve, second by Micky Rouvaldt, and all approved. Bills were reviewed and paid. Two payments have been resubmitted but still have not cleared. Dana Curry has contacted the City regarding why the payments have not been posted. The City stated they have not received the payments. The US post office has not returned either payment. Stop payments will be made on these funds and Mr. Wilson will hand-deliver payments. Appointments for additional two-year terms will be sent to Judge Richards for Mack Duncan, Micky Rouvaldt, and Robert Schlebach. Discussion regarding creating an office space at the ESD station and moving monthly meetings to this location. The date regarding these changes is to be determined. An administrative assistant will be interviewed for the ESD. As there was no other business, the meeting was adjourned at 8:15 pm.

Vice-  
President: Mick Rouvaldt


Secretary: Dana H Curry


Kaufman County Emergency Service District #6

Minutes

Meeting January 20, 2021

The meeting was called to order at 7:35 pm. Dana Curry, Mack Duncan, Micky Rouvaldt, Robert Schlebach in attendance. Ed Wilson was not in attendance. Motion made by Robert Schlebach and second by Mack Duncan to approve December minutes, all approved. The financial report was reviewed, Robert Schlebach motioned to approve, second by Mack Duncan, and all approved. Bills were reviewed and paid. Micky Rouvaldt opened discussion about the renovation of the station on Windy Lane for ESD office space and a meeting room. Discussion to hire an ESD assistant to work part-time to help with growing demands of the ESD and state and federal requirements. Dana Curry reminded the board of required training. SAFE-D has canceled their year conference due to Covid-19. The board was provided a link to online training. The board members can provide documentation of payment and be reimbursed for training sessions. Online training is available until April 30. Please provide a certificate for ESD files upon completion. Discussion regarding a board workshop to be designed for strategic planning of the ESD. As there was no other business, the meeting was adjourned at 8:15 pm.

President: 

Secretary: 

Kaufman County Emergency Service District #6  
Minutes  
Meeting February 24, 2021  
Postponed Meeting from February 17, 2021 - due to weather)

The meeting was called to order at 7:35 pm. Dana Curry, Mack Duncan, Micky Rouvaldt, Robert Schlebach and Ed Wilson in attendance. Fire Chief Briggs also attended the meeting. Motion made by Robert Schlebach and second by Micky Rouvaldt to approve January minutes, all approved. The financial report was reviewed, Micky Rouvaldt motioned to approve, second by Mack Duncan, and all approved. Bills were reviewed and paid. This meeting was postponed due to the week of harsh winter weather. Micky Rouvaldt shared three construction bids for renovation of the Fire Station located on Windy Lane. The scope of the project will include meeting space for the board and an office space for an administrative assistant. The board reviewed the bids. Dana Curry asked about technology infrastructure to be reviewed and added. The growing requirements of use of technology will need to be included for internet providers and display monitors or projector for meetings. Mack Duncan asked for clarification on the room size to be 13 x 21. Micky Rouvaldt would verify that the company selected will have the accurate space of the room. Motion was made by Micky Rouvaldt to secure a contract with Denco Service for the remodel project, second by Mack Duncan, and all approved Discussion to hire an ESD assistant to work part-time to help with growing demands of the ESD and state and federal requirements. A potential candidate for the position will be brought before the board at the March meeting. A meeting date for a strategic planning meeting to potentially include the City of Forney Fire Chief, mayor, two council members for June. The ESD board would like to have once the City elections are completed in May. Chief Briggs informed the board of the need to replace the brush truck. The estimated cost of replacement would be around \$130,000. Dana Curry reminded the board of required training. SAFE-D has canceled their year conference due to Covid-19. The board was provided a link to online training. The board members can provide documentation of payment and be reimbursed for training sessions. Online training is available until April 30. Please provide a certificate for ESD files upon completion. Dana Curry shared her gratitude for the board's support and floral arrangement for her and the family. Covid-19 has been a difficult battle over the last three months with her parents and the loss of her mother. As there was no other business, the meeting was adjourned at 8:15 pm.

President: Ed Wilson

Secretary: Dana G Curry

Kaufman County Emergency Service District #6

Minutes

Meeting March 17, 2021

The meeting was called to order at 7:35 pm. Dana Curry, Mack Duncan, Micky Rouvaldt, Robert Schleich and Ed Wilson in attendance. Fire Chief Briggs and Vivian Themer also attended the meeting. Motion made by Mack Duncan and second by Rober Schleich to approve January minutes, all approved. The financial report was reviewed, Micky Rouvaldt motioned to approve, second by Robert Schleich, and all approved. Bills were reviewed and paid. Dana Curry reviewed Mayes Media package for maintaining the ESD website and to create a marketing plan for district 6. The marketing plan will help to notify the citizens of their tax dollars and the need for continued fire service support. Robert Schleich made the motion to accept the package Mayes submitted in full, Micky Rouvaldt second, all board members approved. Update was made by Micky Rouvaldt and Robert Schleich regarding the addition to the fire station on Windy Lane for office and meeting spaces. The space is near completion and our April meeting will be held in the new addition on Windy Lane. The final cost of the remodel is \$8,800. The increase from the bid price included additional electrical outlets and technology infrastructure. Vivian Themer was introduced as ESD's new administrative assistant. Mrs. Themer will assist in all clerical matters to support the board. Recommendation was made by Micky Rouvaldt to purchase an ESD cell phone for business usage. Discussion was made regarding office set up, such as, but not limited to computer, copier, desk and any additional items needed to run an efficient office. Discussion of pay as a monthly pay of \$600. Dana Curry will contact Murrey CPA on how to best document payment. Dana Curry made a motion to accept Vivian Themer as administrative assistant and begin establishing all office needs for the new position, Micky Rouvaldt second, all board members approved. . As there was no other business, the meeting was adjourned at 8:30 pm.

President: 

Secretary: 

Kaufman County Emergency Service District #6

Minutes

Meeting April 21, 2021

The meeting was called to order at 7:35 pm. Dana Curry, Mack Duncan, Robert Schlebach and Ed Wilson in attendance. Micky Rouvaldt was not in attendance. Fire Chief Briggs also attended the meeting. Motion made by Robert Schlebach and second by Mack Duncan to approve March minutes, all approved. The financial report was reviewed, Robert Schlebach motioned to approve, second by Mach Duncan, and all approved. Bills were reviewed and paid. The April meeting was held in the new addition on Windy Lane. Vivian Themer began work as ESD's new administrative assistant. Dana Curry began meeting with Vivian to help continue purchases for the new office space. Vivian Themer met with Murray to begin an update on Quickbooks and prepare for an annual audit. The Internet and phone system have been set up. Murrey CPA on how to best document payment and April and May payments will be made at the May meeting. Dana Curry will continue to work with Vivian Themer to introduce to key contacts for the ESD and purchase necessary equipment. City Elections to be held and once new positions are in place the board discussed a workshop meeting to prepare for growth in the ESD and goals to continue the high quality fire services to the district in coordination with the city of Forney. Chief Briggs gave an update with the City of Forney and Forney Fire Department. The City Manager was released from his contract and there is an interim City Manager in place. The City of Forney is in the process of preparing a bond package. Chief Briggs discussed the potential 3rd Fire Station and the need for a brush truck and a training drill tower. A drill tower would cost between \$90,000 - 120,000. A location and slab for a tower would also be needed. As there was no other business, the meeting was adjourned at 8:30 pm.

President: Ed Wilson

Secretary: Dana Curry

Kaufman County Emergency Service District #6  
Minutes  
Meeting May 19, 2021

The meeting was called to order at 7:35 pm. Dana Curry, Mack Duncan, Micky Rouvaldt, and Ed Wilson in attendance. Robert Schleich was absent. Motion made by Mack Duncan and second by Dana Curry to approve March minutes, all approved. The financial report was reviewed, Mack Duncan motioned to approve, second by Dana Curry, and all approved. Bills were reviewed and paid.

Dana Curry stated hiring Vivian Themer to be a great asset due to all the requirements of the ESD. She worked 42 hours during the month. Vivian Themer and Dana Curry met with Mayes Media on website updates and marketing plan. Video ideas will be submitted for review. Mrs. Themer is still working on the internet to the ESD Building. Mrs. Themer has also had training with Murrey Accounting firm to help with Quickbooks and set up payroll. Mrs. Themer and Dana Curry are also working with the firm to finalize the audit. The City of Forney has sworn in a new mayor and council members. The board will discuss when to have a meeting with John Carlton regarding a workshop with the City of Forney and Fire Chief regarding growth and continued quality fire service to residents living outside the city limits.

As there was no other business, the meeting was adjourned at 8:05 pm.

President: Ed Wilson

Secretary: Dana S. Curry