SAFE-D 16TH ANNUAL CONFERENCE

March 9–11, 2017
Embassy Suites Hotel | San Marcos

Education Sponsor: V.G. Young Institute of County Government
Texas A&M AgriLife Extension Service

Approved for up to 12 hours of training
Welcome to SAFE-D’s 16th Annual Conference!

The SAFE-D Board of Directors, Education Committee members and staff have worked hard to make this year’s event a conference that meets your needs as an ESD official. If you have any questions, concerns or comments, please visit the SAFE-D Registration Counter. When you return home, please visit www.safe-d.org/17conference to take a brief survey about your experience at the conference.

Exhibitor Bingo
Visit SAFE-D exhibitors for a chance to win up to $500 cash. Pick up a game card from the SAFE-D registration counter to play. To be eligible for the drawing, you must visit at least 45 exhibitor booths in the Exhibit Hall. At each booth, you need to collect a label with the exhibitor’s name. Affix the label with the matching name in the space provided on the game card.

Turn in your filled-out game card to the Registration Counter by 10:45 am Saturday, March 11. The drawing will be held in the Exhibit Hall during the 10:45 am break that day.

Collect labels from at least 45 exhibitors to qualify for the drawing for $300 in cash. If your game card is drawn and you completed the game card by visiting all of the exhibitors, you will win a total of $500. You must be present to win!

Meet-and-Greet
Join your fellow attendees in the Exhibit Hall from 6 pm to 8 pm Thursday, March 9 for drinks and hors d’oeuvres.

Morning Refreshments
At 7:30 am on Friday and Saturday (March 10 and 11), stop by the Exhibit Hall for morning refreshments and the opportunity to visit with exhibitors. We’ll put the coffee on for you.

Special Offsite Station Tour
Buses will depart the Embassy Suites at 1:30 pm Friday, March 10 to take registrants to the nearby Hays County ESD No. 3 Fire Station No. 11. The station features a Tuscan design by Brinkley Sargent Wiginton Architects and won a F.I.E.R.O Award. Buses return at 3:30 pm. Pre-registration and a ticket are required.

---

**The Carlton Law Firm P.L.L.C.**

**John J. Carlton**
**Kelli A. N. Carlton**

2705 Bee Cave Road, Suite 200
Austin, Texas 78746
(512) 614-0901

john@carltonlawaustin.com
kelli@carltonlawaustin.com

---

**The Leader in ESD Sales Tax Services**

- Sales Tax Administration
- Sales Tax Recovery & Enhancement
- Sales Tax Compliance Reviews
- Sales Tax Trends Analysis
- Sales Tax Source Analysis
- Economic Trends Information
- New Sales Tax Potential Analysis
- Sales Tax Forecasts
- Sales Tax Sharing Accounting

www.salestaxassurance.com

Austin: 512.906.0429   Houston: 713.504.1479
Firefighters, first responders, and emergency services

Our reputation is national... our bankers are local

Our team is ready and willing to help you with the financing of fire stations and fire trucks, as well as assisting you with any traditional banking services.

For more information, please contact:

**Marcus Pate**
Vice President, Government Banking
Marcus.Pate@wellsfargo.com
512-344-8135

**Michelle Valencia**
Vice President, Government Banking
Michelle.S.Valencia@wellsfargo.com
281-652-4302

© 2014 Wells Fargo Bank, N.A. All rights reserved. For internal use only.
Welcome to San Marcos!

We’re glad you’ve joined the many people who have made the trek to SAFE-D’s 16th Annual Conference. With another record-shattering attendance, you have to wonder who isn’t coming to San Marcos.

We think the big draw for the SAFE-D Conference is the education you receive—education that can allow your ESD to work smarter and more efficiently so that the people you serve are safer. Our SAFE-D Education Committee has developed a program designed to that end.

Please feel free to contact any SAFE-D Board member or staff with suggestions about topics for future conferences, workshops or webcasts. SAFE-D wants to keep setting attendance records, but the record we really want to set is the record number of new ideas you get from SAFE-D training.

Enjoy your conference!

Scott Morgan, Harris County ESD No. 29
President, SAFE-D Board of Directors
VFIS OF TEXAS PROUDLY INSURES OVER 1,500 EMERGENCY SERVICE ORGANIZATIONS IN THE STATE OF TEXAS. IN FACT, OVER 320 OF THOSE ESO’S HAVE BEEN WITH US FOR OVER 25 YEARS. YOU’LL APPRECIATE OUR PACKAGE POLICY, WHICH ADDRESSES THE REAL ISSUES YOU CONFRONT AS EMERGENCY RESPONDERS. OUR SPECIALIZED INSURANCE PRODUCTS ARE DEVELOPED WITH YOU IN MIND & BEST MEET THE NEEDS OF YOUR EMERGENCY SERVICE ORGANIZATION. CONTACT US TODAY.

WWW.VFISTX.COM | 800.252.9435 | VFISOFTexas@VFISTX.COM
Stop By and Visit Our Exhibitors!

<table>
<thead>
<tr>
<th>Exhibitor</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acadian Ambulance Service of Texas LLC</td>
<td>103</td>
</tr>
<tr>
<td>Affordable Drill Towers</td>
<td></td>
</tr>
<tr>
<td>AG</td>
<td>CM Inc. Construction Management</td>
</tr>
<tr>
<td>American Medical Response</td>
<td>514</td>
</tr>
<tr>
<td>Brinkley Sargent Wiginton Architects</td>
<td>604</td>
</tr>
<tr>
<td>Brown Reynolds Watford Architects, Inc</td>
<td>219</td>
</tr>
<tr>
<td>Bullard</td>
<td>606</td>
</tr>
<tr>
<td>Casco Industries, Inc</td>
<td>714 &amp; 716</td>
</tr>
<tr>
<td>Cobb, Fendley &amp; Associates, Inc</td>
<td>608</td>
</tr>
<tr>
<td>Community Leasing Partners</td>
<td>702</td>
</tr>
<tr>
<td>Consolidated Traffic Controls, Inc</td>
<td>602</td>
</tr>
<tr>
<td>Coveler &amp; Peeler, P.C</td>
<td>208</td>
</tr>
<tr>
<td>Door Engineering</td>
<td>610</td>
</tr>
<tr>
<td>Draeger, Inc</td>
<td>100</td>
</tr>
<tr>
<td>DSF Advisors, LLC</td>
<td>108</td>
</tr>
<tr>
<td>Durotech Construction</td>
<td>614</td>
</tr>
<tr>
<td>Emergency Services Consulting International</td>
<td>144</td>
</tr>
<tr>
<td>Emergency Services Insurance Program by McNeil &amp; Co</td>
<td>718</td>
</tr>
<tr>
<td>Emergicon</td>
<td>612</td>
</tr>
<tr>
<td>Ferrara Fire Apparatus Inc</td>
<td>414</td>
</tr>
<tr>
<td>FIREHOUSE Software – A Xerox Company</td>
<td>101</td>
</tr>
<tr>
<td>Frost Bank</td>
<td>708</td>
</tr>
<tr>
<td>GovDeals, Inc</td>
<td>620</td>
</tr>
<tr>
<td>Government Capital Corporation</td>
<td>210</td>
</tr>
<tr>
<td>Grossman Design Build</td>
<td>104</td>
</tr>
<tr>
<td>Health Claims Plus</td>
<td>115</td>
</tr>
<tr>
<td>Hoyt Breathing Air Products</td>
<td>116</td>
</tr>
<tr>
<td>Joiner Architects, Inc</td>
<td>700</td>
</tr>
<tr>
<td>Lexipol, LLC</td>
<td>618</td>
</tr>
<tr>
<td>LION</td>
<td>704</td>
</tr>
<tr>
<td>Martinez Architects</td>
<td>100A</td>
</tr>
<tr>
<td>Midwest Card &amp; ID Solutions/ Salamander</td>
<td>125</td>
</tr>
<tr>
<td>Municipal Accounts &amp; Consulting, LP</td>
<td>305</td>
</tr>
<tr>
<td>Municipal Emergency Services, Inc</td>
<td>314</td>
</tr>
<tr>
<td>PGAL</td>
<td>616</td>
</tr>
<tr>
<td>Provident Agency</td>
<td>720</td>
</tr>
<tr>
<td>Radcliffe Bobbitt Adams Polley PLLC</td>
<td>122</td>
</tr>
<tr>
<td>REV RTC</td>
<td>214</td>
</tr>
<tr>
<td>Sales Tax Assurance</td>
<td>207</td>
</tr>
<tr>
<td>SFFMA</td>
<td>142</td>
</tr>
<tr>
<td>Siddons-Martin Emergency Group</td>
<td>303, 304, 404 &amp; 504</td>
</tr>
<tr>
<td>Slattery Tackett Architects, LLP</td>
<td>309</td>
</tr>
<tr>
<td>Smith Reed &amp; Armstrong, PLLC</td>
<td>146</td>
</tr>
<tr>
<td>Speed Fab-Crete Design-Build General Contractor</td>
<td>123</td>
</tr>
<tr>
<td>TCG Consulting</td>
<td>307</td>
</tr>
<tr>
<td>TEEX Emergency Services Training Institute</td>
<td>138</td>
</tr>
<tr>
<td>Texas A&amp;M Forest Service</td>
<td>136</td>
</tr>
<tr>
<td>Texas Association of School Boards</td>
<td>120</td>
</tr>
<tr>
<td>Texas CLASS</td>
<td>121</td>
</tr>
<tr>
<td>Texas Correctional Industries</td>
<td>112</td>
</tr>
<tr>
<td>Texas Emergency Services Retirement System</td>
<td>134</td>
</tr>
<tr>
<td>Texas Facilities Commission Surplus Property Program</td>
<td>109</td>
</tr>
<tr>
<td>Texas Fire Academy</td>
<td>140</td>
</tr>
<tr>
<td>Texas Fire Chiefs Association</td>
<td>128</td>
</tr>
<tr>
<td>The Carlton Law Firm, PLLC</td>
<td>213</td>
</tr>
<tr>
<td>TML IRP</td>
<td>221</td>
</tr>
<tr>
<td>VFIS of Texas</td>
<td>204</td>
</tr>
<tr>
<td>Wells Fargo Bank</td>
<td>206</td>
</tr>
</tbody>
</table>
Over the past 4 decades, Siddons-Martin Emergency Group has delivered over 2000 emergency vehicles to agencies and municipalities throughout Texas. Today, we offer the most complete line of emergency vehicles ever assembled. Whether you’re Airport, Police, Fire, or EMS, Siddons-Martin Emergency Group is equipped to meet your requirements better than anyone else. We specialize in catering to your needs with second to none customer service and our dedicated team effort to serve and protect the southwest.

Whether maneuvering off-road, snow, mud, or flood, the Skeeter Brush Truck is ideal for adaption to perform your unique mission. The All Terrain Package from Skeeter Brush Trucks is a game changer, delivering dependable performance when duty calls!
Embassy Suites San Marcos Convention Center Map

Don’t miss out on our Last Monday webcasts! They typically occur on the last Monday of each month for one hour of training credit. Keep an eye on www.safe-d.org for more information on the next one.
# SAFE-D 16th Annual Conference Schedule

**THURSDAY, MARCH 9**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 pm</td>
<td>Registration Opens/Exhibitor Move-In</td>
</tr>
<tr>
<td>2-5 pm</td>
<td><strong>ESD 101</strong>&lt;br&gt;John Carlton, The Carlton Law Firm&lt;br&gt;Spring Lake AB • 3 hours&lt;br&gt;<strong>Managing Change in Today's ESD Environment</strong>&lt;br&gt;Mike Montgomery, Harris County Fire Marshal&lt;br&gt;Spring Lake C • 2 hours (2-4 pm)</td>
</tr>
<tr>
<td>6-8 pm</td>
<td>Meet &amp; Greet Reception in the Exhibit Hall • Veramendi A-E • Ticket Required</td>
</tr>
</tbody>
</table>

**FRIDAY, MARCH 10**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 am</td>
<td>Morning Refreshments in the Exhibit Hall • Veramendi A-E</td>
</tr>
<tr>
<td>8:30-9:30 am</td>
<td>General Session: Legislative Update&lt;br&gt;John Carlton, The Carlton Law Firm • Veramendi F-J • 1 hour</td>
</tr>
</tbody>
</table>

**TRACK: BASICS** | **FINANCIALS** | **ADMIN/GOV’T** | **OPERATIONS** | **ADVANCED** |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>9:45-10:45 am</td>
<td>Nuts &amp; Bolts of ESD Operations&lt;br&gt;Kelli Carlton, The Carlton Law Firm&lt;br&gt;Spring Lake A 1 hour</td>
<td>ESD Bookkeeping and Financial Reports&lt;br&gt;Katherine Turner, Municipal Accounts &amp; Consulting&lt;br&gt;Spring Lake B 1 hour (FR)</td>
<td>ESD Delivery Models: Overview&lt;br&gt;Clint Cooke, Montgomery County ESD 8&lt;br&gt;Spring Lake C 1 hour</td>
<td>Unmanned Aerial Vehicles (Drones)&lt;br&gt;Jim Allen, Bastrop County ESD 2&lt;br&gt;Chautauqua 1 hour</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:45 am</td>
<td>Refreshment Break in Exhibit Hall • Veramendi A-E</td>
</tr>
<tr>
<td>11:15 am-12:15 pm</td>
<td>Service Provider Contracts&lt;br&gt;Ken Campbell, Burns Anderson&lt;br&gt;Jury &amp; Brenner&lt;br&gt;Spring Lake A 1 hour</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:15 pm</td>
<td>Luncheon with Keynote Speaker • Veramendi F-J • 1 hour • Ticket Required</td>
</tr>
<tr>
<td>1:30 pm</td>
<td>Visit Exhibits • Veramendi A-E</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-3 pm</td>
<td>ESD Audits&lt;br&gt;Charity Taber, Taber &amp; Burnett&lt;br&gt;Spring Lake A 1 hour (FR)&lt;br&gt;Sales Tax: Overview and Finer Points&lt;br&gt;Bob Taylor, Sales Tax Assurance&lt;br&gt;Spring Lake B 1 hour</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 pm</td>
<td>Refreshment Break in Exhibit Hall • Veramendi A-E</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:30-4:30 pm</td>
<td>Strategic Planning&lt;br&gt;Jane Bowen &amp; Don Wagner, Comal County ESD 3&lt;br&gt;Spring Lake A 1 hour (SP)&lt;br&gt;Case Study: Budgeting &amp; Forecasting&lt;br&gt;Paul Graf, Comal County ESD 4&lt;br&gt;Spring Lake B 1 hour (SP)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:30 pm</td>
<td>Recess: Evening on Your Own</td>
</tr>
</tbody>
</table>
### SATURDAY, MARCH 11

7:30 am | Morning Refreshments in the Exhibit Hall • Veramendi A-E

<table>
<thead>
<tr>
<th>TRACK:</th>
<th>BASICS</th>
<th>FINANCIALS</th>
<th>ADMIN/GOV’T</th>
<th>OPERATIONS</th>
<th>BASICS PLUS</th>
</tr>
</thead>
</table>
| 8:30-9:30 am | Ethics 101 for ESD Commissioners  
John Carlton, The Carlton Law Firm  
Spring Lake A  
1 hour (EC) | Purchasing Systems/Fraud Prevention  
Charlie LaConti, Municipal Accounts & Consulting  
Spring Lake B  
1 hour | ESD Delivery Models: Point/Counterpoint  
John Peeler, Coveler & Peeler & Mark Smith, Smith Reed & Armstrong  
Spring Lake C  
1 hour | Case Study: Flood Response  
Scott Seifert, Spring Fire Dept. & Mike Pate, Harris County ESD 16  
Chautauqua  
1 hour | VFDs: A to Z  
Part 1  
Ken Campbell, Burns Anderson  
Jury & Brenner  
San Marcos River |
| 9:45-10:45 am | Records Retention  
Bonnie Zuber, Texas State Library and Archives Commission  
Spring Lake A  
1 hour (RN) | Financing Issues for ESDs  
Financial Panel  
Spring Lake B  
1 hour | State & Federal Surplus Property Program  
Megan Sim, Texas Facilities Commission  
Spring Lake C  
1 hour | Leadership Solutions to Volunteer Recruitment & Retention Challenges  
Steve Ferguson, DSF Advisors  
Chautauqua  
1 hour | VFDs: A to Z  
Part 2  
Ken Campbell, Burns Anderson  
Jury & Brenner  
San Marcos River  
2 hours |
| 10:45 am | Refreshment Break in Exhibit Hall • Veramendi A-E |
| 11:15 am-12:15 pm | Robert’s Rules of Order  
Kirk Overbey, Professional Registered Parliamentarian  
Spring Lake A  
1 hour (RL) | Winning a Sales Tax/Tax Cap Election  
Cliff Avery, GCP Association Services  
Spring Lake B  
1 hour | Procurement 101: Facilities Construction  
Rachel Musgrove, Cobb, Fendley & Assoc; Brian & Eric Grossman, Grossman Design Build  
Spring Lake C  
1 hour | Texas Emergency Medical Task Force: the State’s Disaster Response System  
Eric Epley, STRAC  
Chautauqua  
1 hour | |

12:15 pm | Conference Adjourns |

 Sessions marked with the following indicate that these sessions qualify for the Certified Emergency Services Commissioner program. Learn more about it on pages 22 & 23.

**CESC Session Key:**
- **FR** - Financial Reporting
- **SP** - Strategic Planning
- **RN** - Records Retention/Management
- **EC** - Ethics Course
- **RL** - Robert’s Rules Course

**SAVE the DATE!**
SAFE-D’s 17th Annual Conference  
February 22-24, 2018  
Moody Gardens Hotel • Galveston
THURSDAY, MARCH 9

ESD 101
2 pm–5 pm
John Carlton, The Carlton Law Firm
The comprehensive basic course that will provide an overview of ESDs, what they are and how they work.

Managing Change in Today’s ESD Environment
2 pm–4 pm
Mike Montgomery, Harris County Fire Marshal
This presentation will discuss, from an ESD Commissioner’s perspective and in layman’s terms, how to recognize the winds of change, how to understand the need for change and how to anticipate and manage change effectively. The discussion will touch on community needs, fire department/ESD identity, service contracts, the change cycle and how to overcome resistance to change.

FRIDAY, MARCH 10

Legislative Update
8:30 am–9:30 am
John Carlton, The Carlton Law Firm
SAFE-D’s Legislative Counsel provides a mid-session update on the important issues happening at the 85th Legislative Session.

Nuts and Bolts of ESD Operations
9:45 am–10:45 am
Kelli Carlton, The Carlton Law Firm
This session delves deeper into a few basic ESD Operations areas that are covered in SAFE-D’s ESD 101. The session is good for those looking for a deeper understanding of core ESD issues.

ESD Bookkeeping and Financial Reports*
9:45 am–10:45 am
Katherine Turner, Municipal Accounts & Consulting
This session is to inform Commissioners of the information that is relevant to what should be included in the monthly bookkeeping reports for their ESDs, as well as answer questions the commissioners may have on investing, pledged securities and other bookkeeping related items.

ESD Delivery Models: Overview
9:45 am–10:45 am
Clint Cooke, Montgomery County ESD 8
In this session we are going to talk about various service delivery models that are available for consideration by ESD boards when determining how to best provide emergency response to your ESD.

Unmanned Aerial Vehicles (Drones)
9:45 am–10:45 am
Jim Allen, Bastrop County ESD 2
This session will discuss how to use drones for ESDs in fire and flood situation awareness as well as search and rescue. It will cover info on Part 107 FCC license versus COA FCC license.

Labor Issues in ESDs
9:45 am–10:45 am
Robert Abbott, Travis County ESD 6
How ESDs can begin to work with labor and how unions can impact pro/cons on an ESD’s operation and cost. Overview of a few unionized ESDs in Texas and how the relationship works.

Service Provider Contracts
11:15 am–12:15 pm
Ken Campbell, Burns Anderson Jury & Brenner
For ESDs that contract with an outside entity for service provision, a clear and concise agreement is needed to establish the parameters of a good working relationship. A local ESD attorney discusses the basics of what Commissioners should keep in mind.

Grant Funding
11:15 am–12:15 pm
Keith Tate, Smith County ESD 2
Navigating the multitude of opportunities available for grant funding can be complex and involved. A veteran chief shares his experiences.

THANKS, Y’ALL.
Frost is proud to support the Texas State Association of Fire and Emergency Districts. And we’d be proud to help you along your financial journey, too.

frostbank.com
Scott Anderson
100 W Houston Street, T-3
San Antonio, TX 78205
(210) 220-6850
scott.anderson@frostbank.com
Role of the ESD Administrator*
11:15 am–12:15 pm
Brandi Crone, Fort Bend County ESD 4
Good organization is key to a well-functioning ESD. This session examines the role that an Administrator can play in an ESD and the best practices for maintaining the District's operations. The session has applicability even for ESDs without full-time administrators, as Commissioners may find useful tips for improving organization.

Case Study: Fire Prevention Program
11:15 am–12:15 pm
Bryant Champagne, Orange County ESD 1
One ESDs success story with creating a low overhead, minimal-cost program aimed at educating area youth about fire prevention and emergency preparedness.

Community Engagement Strategies to Build ESD Support
11:15 am–12:15 pm
Steve Ferguson, DSF Advisors
The purpose of this session is to provide practical strategies and tactics to help ESDs build citizen and community support for increasing community safety, volunteer recruitment, financial support and political support from citizens and county commissioners.

ESD Audits*
2 pm–3 pm
Charity Taber, Taber & Burnett
What do you need to do to get ready for your audit, what to expect during the audit process and what do the financial statements mean?

Sales Tax: Overview and Finer Points
2 pm–3 pm
Bob Taylor, Sales Tax Assurance
This presentation is aimed at providing some basic understanding of how the Texas sales tax process works and what some of the information provided by the Texas Comptroller means.

Open Meetings Act Basic Training
2 pm–3 pm
Jennie Hoelscher, Texas Attorney General’s Office
This is a real-world course of the online version available from the Attorney General.
New State of Texas EMS Rules
2 pm–3 pm
Joseph Schneider, Department of State Health Services
The State EMS director discusses the impact of recent regulatory changes for EMS provision.

Managing Contracts, Metrics & Measuring Performance & Outcomes in Emergency Services Districts
2 pm–3 pm
Sheldon Gilbert, ESCi
Chief Gilbert will discuss the importance of assuring that your ESD is receiving the most appropriate levels of service from fire, EMS and other contract service providers. The presentation addresses developing effective contracts and contractor relationships, establishing performance standards and measurable metrics, along with how to monitor and measure performance and outcomes utilizing the identified tools.

Strategic Planning*
3:30 pm–4:30 pm
Jane Bowen & Don Wagner, Comal County ESD 3
As a vital component to your ESD’s long-term health, strategic planning is necessary for ESDs at any stage of existence. One local ESD shares its experience with the planning process.

Case Study: Budgeting & Forecasting*
3:30 pm–4:30 pm
Paul Graf, Comal County ESD 4
The presentation will include rolling equipment planning, new station planning, and financial forecasting in the combined planning efforts for three ESDs in western Comal County.

Public Information Act Basic Training
3:30 pm–4:30 pm
Tamara Smith, Texas Attorney General’s Office
This is a real-world course of the online version available from the Attorney General.

Two for the Price of One: The Fire Inspector/Safety Officer Position
3:30 pm–4:30 pm
Robert Hudson, Montgomery County ESD 8
One ESD explains how they overcame the issue of finding...
qualified fire inspectors, and realized an ancillary benefit of having a Safety Officer on-duty 24/7/365.

Running an Effective ESD Meeting
3:30 pm–4:30 pm
Ira Coveler, Coveler & Peeler
The ESD meeting is where you do the bulk of your District’s business. A veteran ESD attorney offers tips for running an effective and efficient meeting in order to get the most out of your time.

SATURDAY, MARCH 11
Ethics 101 for ESD Commissioners*
8:30 am–9:30 am
John Carlton, The Carlton Law Firm
This session will take you through the potential ethical pitfalls that public officials must watch out for.

Purchasing Systems/Fraud Prevention
8:30 am–9:30 am
Charlie LaConti, Municipal Accounts & Consulting
Protect ESD Boards within the purchase system by developing purchasing procedures for departments that require multiple levels of approval. Procedures developed to include separation of duties, checks and balances for record-keeping and providing complete records for transparency to the ESD Boards and residents of the District.

ESD Delivery Models: Point/Counterpoint
8:30 am–9:30 am
John Peeler, Coveler & Peeler & Mark Smith, Smith Reed & Armstrong
This session compares and contrasts different methods of service provision and offers insight regarding issues related to finding the best fit for your ESD.

Case Study: Flood Response
8:30 am–9:30 am
Scott Seifert, Spring Fire Department and Mike Pate, Harris County ESD 16
Last year saw a record rain event that brought devastating flooding to Harris County. This case study examines how two ESD departments responded to the challenges of that historic event.

VFDs: A to Z
8:30 am–10:45 am
Ken Campbell, Burns Anderson Jury & Brenner
An ESD attorney reviews what Commissioners should
know regarding their interactions with volunteer fire departments and how to maintain comfortable working relationships.

**Records Retention**
9:45 am–10:45 am  
*Bonnie Zuber, Texas State Library & Archives Commission*
Political subdivisions, such as ESDs, are required to meet state laws on records management. Here’s how.

**Financing Issues for ESD**
9:45 am–10:45 am  
*Financial Panel*
ESDs that need to make large-scale item purchases or construct new facilities often find themselves in a complicated situation regarding how to pay for those obligations. This session will cover the basics that Commissioners should know when encountering financing questions.

**State & Federal Surplus Property Program**
9:45 am–10:45 am  
*Megan Sim, Texas Facilities Commission*
This session is an introduction to how to acquire surplus government equipment, including emergency equipment and vehicles, for reduced fees from the Texas Facilities Commission. We will cover what types of property are available, how to search for it, what kinds of agencies are eligible and the restrictions on the use of the property.

**Leadership Solutions to Volunteer Recruitment and Retention Challenges**
9:45 am–10:45 am  
*Steve Ferguson, DSF Advisors*
In the past 30 years the Texas population has increased by more than 70% and the number of Texas volunteer firefighters has decreased by more than 12%. This session addresses practical leadership solutions to what may be ESDs and VFDs greatest strategic challenge.

**Robert’s Rules of Order**
11:15 am–12:15 pm  
*Kirk Overbey, Professional Registered Parliamentarian*
Can’t we all just get along? We can if we follow a few simple rules in this presentation that includes role-playing and lighthearted fun.

**Winning a Sales Tax/Tax Cap Election**
11:15 am–12:15 pm  
*Cliff Avery, GCP Association Services*
When seeking alternate sources of funding, many ESDs turn to increasing their property tax rate or acquiring sales tax authority. As a grassroots governmental entity, ESDs must turn to the citizens for that taxing authority. This session will discuss tips on how to go about winning the election that can lead to an increased revenue base.

**Procurement 101: Facilities Construction**
11:15 am–12:15 pm  
Many ESDs know the steps in order to construct a new facility, but many do not. This session is to briefly describe the different construction methods available to use to build a new facility along with the necessary steps that have to be taken in order to properly construct a new facility by law set for by the Texas State Legislature Code for Emergency Service Districts.

**Texas Emergency Medical Task Force: the State’s Disaster Response System**
11:15 am–12:15 pm  
*Eric Epley, Southwest Texas Regional Advisory Council for Trauma (STRAC)*
Learn about a vital, coordinated resource in medical disaster response.

* Session counts towards CESC certification. Find out more on pages 22 & 23.
A TRADITION OF EXCELLENCE

Serving millions of Texans with emergency and non-emergency care

Celebrating A DECADE IN TEXAS

Nationally Accredited/Employee Owned

Acadian.com/Texas
CONTINUING TO LEAD THE WAY

E-ONE

THANK YOU
Fire Chief Joseph Cirasola
and
Holly Lake Volunteer Fire Department!

- International 4400 4 Door Chassis
- Max Force 330 HP Engine
- Enhanced Extended Body
- Hale QFlow 1250 GPM Pump
- 1000/30 Gal. Tank
- Two (2) 1.5" Cross Lays

- Four (4) 2.5" Discharges
- Booster Reel
- Rowe Industry CAFS System
- Foam Pro 2001 Foam System
- Akron Scenestar LED Scene Lights
- Whelen LED Warning Lights

2805 Singleton
Rowlett, TX 75088

800-922-4142 • hall-markfire.com
SAFE-D Thanks Our Annual Conference Sponsors!

Diamond

Platinum

Gold
Brown Reynolds Watford Architects, Inc.
Burns Anderson Jury & Brenner, LLP
Joiner Architects

Silver
Affordable Drill Towers
Community Leasing Partners
Martinez Architects
Municipal Accounts & Consulting LP
Slattery Tackett Architects, LLP
TCG Consulting
TML IRP
2016-2017 SAFE-D Annual Conference

How to Receive Your Training Credit

Certification Details: The V.G. Young Institute of County Government, Texas A&M AgriLife Extension Service, has certified SAFE-D’s Annual Conference for up to 12 hours of ESD Commissioner Training.

Once you have met your requirement of six hours of training for every two years, you can carry over three hours of credit to apply for the next two-year period.

To receive your training credit, please complete the Credit Form available online at [www.safe-d.org/17credit](http://www.safe-d.org/17credit) by March 24.

SAFE-D, in cooperation with the V.G. Young Institute, will issue certificates via email to commissioners and will report the training hours to the ESDs’ counties. Please allow at least six weeks for processing.

To ensure you receive your certificate, please fill out the online SAFE-D Credit Form completely. For processing purposes, the V.G. Young Institute also requires each commissioner to have their own individual email on the Credit Form (it’s quick and easy to get a free email account through services such as Google, Yahoo or AOL).

Texas A&M’s V.G. Young Institute of County Government is the agency responsible for certifying training for Texas county commissioners, judges and treasurers.

Please Note: Credit for commissioner training cannot be processed until SAFE-D has received payment for your registration. If you need a copy of your invoice, stop by the SAFE-D Registration Counter at the conference.
Casco INDUSTRIES, INC.
Fire Equipment Sales & Service

THE MSA G1 SCBA
DESIGNED SIDE BY SIDE WITH FIREFIGHTERS.

SOUTH TEXAS OFFICE
Casco Industries, Inc.
1920 Rankin Road Suite 155
Houston, TX 77073
Local Office No. 281-443-0999
Toll Free - 800-307-0930
www.cascoindustries.com

NORTH TEXAS OFFICE
Casco Industries, Inc.
1517 W. Carrier PKWY, Suite 118
Grand Prairie, TX 75050
Local Office No. 972-522-0800
Toll Free - 888-643-3473
Not everyone can be one, but those who do have made a commitment that their constituents can respect. An ESD commissioner can become a Certified Emergency Services Commissioner – CESC.

“It goes above and beyond the statutory training requirements that a typical ESD commissioner has to meet,” said SAFE-D Education Committee Chair Scott Morgan. “It shows that an ESD commissioner has made extra effort to acquire the knowledge necessary to serve his or her community.”

CESCs will receive a certificate of their accomplishment and be recognized in SAFE-D publications.

In order to become a SAFE-D sanctioned Certified Emergency Services Commissioner (CESC), the applicant must meet the following conditions:

• Completion of at least two years as an ESD commissioner.
• Be a member of SAFE-D at the time of application and during the time the 25 hours of training outlined below are completed.
• Be current on the required minimum training hours as specified in Chapter 775.0365 of the Texas Health & Safety Code.
• Attendance at a minimum of one SAFE-D Annual Conference during the preceding two years of service as an ESD commissioner.
• Completion of a minimum of 25 hours of accredited, SAFE-D-provided ESD commissioner training including but not limited to:
  o ESD 101 (3 hours)
  o Ethics course (at least 1 hour)
  o Strategic Planning course (at least 1 hour)
  o Records Retention/Management course (at least 1 hour)
  o Robert’s Rules course (at least 1 hour)
  o Financial Reporting course (at least 1 hour - ESD 203, ESD 205)
• Proof of timely submission of the candidate’s ESD audit reports during the time of applicant’s service as an ESD Commissioner.

A certification application appears on the following page.

For more information, contact SAFE-D at safed@texas.net.

---

**Your Budget**

**Your Vision**

**Our Expertise**

**Architecture & Construction Services**

Your one stop for **Design and Build Solutions**. We have been in business since 1988, and serve all parts of Texas.


*For Design or Construction Consultations*

Call 817-473-9168

info@GrossmanDesignBuild.com

---

Above: Liberty County ESD#2
Certified Emergency Services Commissioner Application

Name: _______________________________________________________________________________________

Affiliation: District, Dept. or Firm: _______________________________________________________________________________________

Address: _______________________________________________________________________________________

City/State/Zip: _______________________________________________________________________________________

Phone: ___________________________________________ Fax:________________________________________

Email: _____________________________________________________________________________________________

I have completed the requirements below:

- Completion of at least two years as an ESD commissioner.
- Be a member of SAFE-D at the time of application and during the time the 25 hours of training outlined below are completed.
- Be current on the required minimum training hours as specified in Chapter 775.0365 of the Texas Health & Safety Code.
- Attendance at a minimum of one SAFE-D Annual Conference during the preceding two years of service as an ESD commissioner. Year(s) Attended: ________________
- Completion of a minimum of 25 hours of accredited, SAFE-D-provided ESD commissioner training including but not limited to:
  - ESD 101 (3 hours)
  - Ethics course (at least 1 hour)
  - Strategic Planning course (at least 1 hour)
  - Records Retention/Management course (at least 1 hour)
  - Roberts Rules course (at least 1 hour)
  - Financial Reporting course (at least 1 hour - ESD 203, ESD 205)
- Proof of timely submission of the most recent audit report of the candidate’s ESD.

Signature: ___________________________________________ Date: _____________________

I have completed the requirements below:

- Please mail my certificate to the above address
Or indicate where you'd like your certificate to be sent:

Address: _______________________________________________________________________________________

City/State/Zip: _______________________________________________________________________________________

RETURN COMPLETED APPLICATION TO: SAFE-D
P.O. Box 676
Pflugerville, TX 78691
Fax: 512-251-8152
(p) 512-251-8101 • safed@texas.net • www.safe-d.org
Government Capital is a leading provider of financing for Volunteer Fire Departments and Emergency Services Districts. We serve as the administrator of the Texas Fire Facilities Program.

800-883-1199
info@govcap.com
www.govcap.com