

**Hays County ESD #4—Wimberley Fire Rescue
Meeting Minutes
Board of Commissioners Meeting Held on February 28, 2023**

Original

1. President Ron Spangenberg called the meeting to order at 8:30 a.m.
2. Commissioners present were President Ron Spangenberg, Mr. Joe Pendleton, Mr. Chuck Ware, and Mr. Larry Coker. Also present, Fire Chief Carroll Czichos, Assistant Fire Chief Christopher Robbins, Executive Assistant Angel Robinson, and Administrative Assistants Sydney Johnson & Deena Gardow. Vice-President John White was not present. A quorum was present.
3. Public comment: No Public sign in. No Public comments.
4. Public comment on agenda items; No Public comments.
5. Recognize reappointment of Larry Coker, Ron Spangenberg, and John White to two-year terms ending December 31, 2024, Hold election of District officers. President Spangenberg turned the meeting over to Secretary Joe Pendleton as Acting Chair. Secretary Pendleton asked for nominations; Mr. Chuck Ware nominated Mr. Ron Spangenberg for President; Mr. Larry Coker made a Motion to appoint Mr. Ron Spangenberg as President; Mr. Chuck Ware seconded the Motion. President Spangenberg returned as Chair and nominated Mr. Johnny White as Vice-President, Mr. Joe Pendleton as Secretary, Mr. Chuck Ware as treasurer, and Mr. Larry Coker as Assistant Treasurer; Mr. Chuck Ware made a Motion to accept the nominations; Mr. Larry Coker Seconded the Motion. The Motion was unanimously approved.
6. Receive final January 1 - 31, 2023, monthly report from the Treasurer and consider; a) approval of payment of monthly bills, invoices, and payroll: EFT/ACH payments: three to Pedernales Electric Co-op, one to TCDRS, two to US Treasury, and four for January 2023 payroll. Checks 5983 -- 6015 were written, no checks were voided. And b) Review Statement of Financial Position, Income Statement of Budget Performance, and reconciliation summaries of ESD #4's Ozona Bank accounts.

Treasurer's Summary Report for January 2023:

Income for January 2023	888,148.14
Year-to-Date Income	1,283,791.52
Expenses for January 2023	132,602.54
Year-to-Date Expenses	634,005.02
Budget Balance	649,786.50
Current Cash Assets	3,725,232.48
A/R 60 Day Sales & Use Process	111,056.00
Liabilities	677,051.27

Gross Special Purpose District S & U	\$ 66,239.71
Net Sales and Use Tax Received:	\$ 64,850.14
Ad Valorem Collected:	\$ 819,402.14

Treasurer Chuck Ware stated a revised December Treasurer's Report for December 2022 will be presented at a future meeting. A motion to approve the Treasurer's report for January 2023, including the financial reports, and revenue, was made by Mr. Joe Pendleton, and seconded by Mr. Larry Coker. The Motion was unanimously approved.

7. Receive monthly report from Fire Chief regarding emergency operations, response times, call volume, training, management activities, career, and volunteer personnel. Assistant Fire Chief Robbins reported 120 calls for February, for a total of 203 calls YTD. There were two building fires, 14 motor vehicle collisions, 11 outside fires, one equipment fire, and 11 medical runs. Average response time is higher than usual due to weather events. Box 40 has the highest call volume, followed by 41 and 43, then 44 and 4486. Wednesday and Thursday are highest call volume days. Growth continues in our area along with increased needs for service. Delivery of the XL 200 radios purchased with Grant funds is expected on Monday, March 6. LCRA will be on-site to reprogram all radios. Assistant Chief Robbins and Volunteer Justin Transeau re-wrote the radio programming to include other agencies – North Hays, SM, Buda, South Hays, Kyle, Comal Co, Guadalupe Co, Seguin Fire, etc. – to easily communicate with all agencies in the State of Texas. Five staff members successfully completed Fire Instructor 1 and 2 courses. State exams will take place in March. One staff member will be going to Fire Officer 2 in March. WFR will host classes in April or May of this year. Upcoming Community Events in March include a STEAM Fair at Wimberley High School on March 4th. WFR will provide personnel and apparatus to interact with students. Jacob’s Well Elementary has requested a walk-through with parents and students at morning drop-off. Assistant Chief Robbins reported that the ESO EHR Medical Reporting software is still being implemented. Chief Czichos reported the WFR benefit “Crawfish Cookoff” hosted by FishTales was held February 18th. Brad Witten and Sydney Johnson were WFR’s Cooking Team and did an outstanding job for the department. The final amount raised for the Department was \$2,650. No action taken at this time.
8. Receive Fire Chief’s report on apparatus, equipment, repairs, and item purchases. Fire Chief Czichos reported CAFs 40 had a spring shackle repaired along with new shocks, at a cost of approximately \$2500 for those repairs. The seats in Squad will be reupholstered in March. No updates on the new Rescue Pumper truck. No action taken.
9. Receive monthly report from District’s attorney regarding pending litigation matters, contract issues, and legislative efforts and consider taking related action. No pending litigation. President Spangenberg reported on SAFE-Ds Third Tuesday at the Capitol initiative. He, Assistant Chief Robbins, and Angel Robinson attended on February 21st. This is an opportunity for the Department staff to speak to the legislative representatives and voice concerns over House Bills being presented. The plan is to attend every month until the Bills are voted on. No action taken at this time.
10. Discuss and consider Paycom Payroll Service, take any related action; Assistant Chief Robbins presented a proposal from Paycom. They offer payroll processing, scheduling, hiring, and onboarding services. The District currently uses several vendors for these tasks. Paycom offers one system to manage all payroll aspects seamlessly. The District’s Account Representative will help set up the service, and thus will be familiar with the unique nature of the department. The current Payroll process is almost entirely manual. By switching to Paycom, the process will be more streamlined and automated; eliminating duplicative data entry, increasing transparency for staff, and mitigating compliance risk. Staff will be able to use an app or the website to submit PTO requests, view how much PTO they have, access W2s, submit timesheets, and more. After discussion, it was determined it was more than worthwhile to move to this company. Mr. Pendleton made a motion to move forward with Paycom. Mr. Ware seconded the motion. The Motion passed unanimously.

Brief Intermission at 9:30am

Reconvene at 9:35am – All commissioners present from earlier meeting.

11. Discuss and consider Central Station addition, change orders, final payment, construction update, material delays and increase amount of the GC contract to reflect approved change orders, and review Additional Service Fees beyond the Architect's contract to reflect work performed beyond contract; take any related action. President Spangenberg reported the District made payment on G. Creek's Final Application for Payment, less \$15,000 retainage, to be released after all remaining documents are received. The Maintenance Manual and redline plans were delivered. Unconditional waivers are needed. No action taken.
12. Discuss and consider long range, strategic plan development for apparatus, property acquisition, fire station construction, personnel and associated pro forma financial statements; take any related action. This is still being worked on. No action taken at this time.
13. Discuss and consider notification of the subdivision of property; take any related action. No notification received. No action taken.
14. Discuss and consider approval of reimbursement requests; take any related action. No reimbursement requests submitted this time. No action taken.
15. Discuss and consider approval of minutes from February 7, 2023. All minutes were prepared and presented. Mr. Larry Coker made a motion to approve as presented. Mr. Chuck Ware seconded the motion. The Motion was unanimously approved.
16. Discuss and consider future agenda items, time, date, and place for next meeting. The next meeting is scheduled for March 28, 2023, at 8:30am at 111 Green Acres Drive in Wimberley, TX.
17. Adjourn. The meeting was adjourned at 9:43am

Respectfully,



Joe Pendleton, Secretary