

Hays County ESD #4—Wimberley Fire Rescue  
Meeting Minutes

Original

For the Board of Commissioners Meeting Held on November 29, 2022

1. President Ron Spangenberg called the meeting to order at 8:34 a.m.
2. Commissioners present were President Ron Spangenberg, Vice President John White, Mr. Chuck Ware and Mr. Larry Coker. Mr. Joe Pendleton was not present. Also present, Fire Chief Carroll Czichos, Assistant Fire Chief Christopher Robbins, Executive Assistant Angel Robinson, and Assistants Deena Gardow and Sydney Johnson. A quorum was present.
3. Public comment: No Public sign in. No Public comments. No public in attendance.
4. Public comment on agenda items; No Public comments.
5. Receive final October 1-31, 2022, 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, two to Visa, one to TWC, and four Oct. 2022 payroll transactions. Checks 5875 - 5908 were written and check 5881 was 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 October 2022:

Income for October 2022	72,067.08
Year-to-Date Income	72,067.08
Expenses for October 2022	200,583.14
Year-to-Date Expenses	200,583.14
Budget Balance	(128,516.06)
Current Cash Assets	3,077,983.09
A/R 60 Day Sales & Use Process	111,056.00
Liabilities	751,065.17

Gross Special Purpose District S & U	\$	59,136.42
Net Sales and Use Tax Received:	\$	57,949.95
Ad Valorem Collected:	\$	2,266.28

President Spangenberg reported the actual Workers Compensation insurance cost came in over the anticipated annual cost. A motion to approve the Treasurer's report for October 2022, as presented, including the financial reports, and revenue, was made by Mr. Larry Coker, and seconded by Mr. John White. The Motion was unanimously approved.

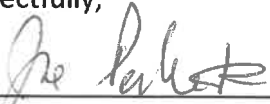
6. Receive monthly report from Fire Chief regarding emergency operations, response times, call volume, training, management activities, career, and volunteer personnel. Assistant Fire Chief Robbins reported 128 calls for 10/25 – 11/29/2022, with 821 calls YTD (last year's total was 726). Need for services are continuing to grow. Eleven fire calls (including three structure fires and two vehicle fires), 48 Rescue/EMS calls, 11 false alarms. Structure fire on Rolling Hills Dr. on 10/18/2022. A modular home had a fire in the fireplace that spread to the living room. Crew was able to keep the fire from spreading to the two ends of the house, saving a lot of personal belongings. Calls by district: 62 calls to box 40 (Central), 28 calls to box 44 (2325), 18 calls to box

- 42 (Winters Mill Pkwy/RR12/3237). Stats show steady growth in the Northern part of the District, with additional coverage needed. Average call response time was 9 minutes – due to several calls being further distances from Central Station. Firefighter training continues with preparations in place for Fire Inspector 1 and 2 in January. No action taken.
7. Receive Fire Chief's report on apparatus, equipment, repairs, and item purchases. Chief Czichos reported Engine 42's starter has been replaced. All apparatuses are currently running well. He performed the final inspection of the new rescue pumper at the manufacturer's facility. Twenty-six minor issues were identified to fix or change. Completion is expected in a week or two and then it will be taken to Houston. He anticipates traveling to Houston in late December for final graphics and art placement on the new pumper. Chief Czichos suggested applying to LCRA for potential funding for a new training field tower. It is a useful training tool for repelling, ladder practice, etc. He has had initial contact with Butler Steel to engineer a potential design for a new tower. This item will be followed up on at a future meeting. No action taken at this time.
  8. Receive monthly report from District's attorney regarding pending litigation matters, contract issues, and legislative efforts and consider taking related action. No pending litigation. No action taken.
  9. Discuss and consider attending 2023 SAFE-D conference. President Spangenberg reported this year's conference will be Feb 2-4, 2023, in Georgetown, TX at Kalahari Resort. President Spangenberg recommended all Commissioners available and some administrative staff attend. The early bird ticket price is \$295/each and then \$345/each after Jan. 17th. He also stated that anyone attending would need to stay 2 or 3 nights at a hotel depending on the schedule. Mr. Coker made motion to approve Commissioners and staff attending the SAFE-D conference. Mr. White seconded the motion. The Motion was unanimously approved.
  10. Discuss and consider Central Station addition, change orders, construction update, material delays and increase amount of the G. Creek contract to reflect approved change orders, and increase amount of the Architect contract to reflect work performed beyond contract. Chief Czichos reported the lighting outside is complete, the new ice machine has a bad bearing and is out of service, the gutters have been changed to fix the water issues we had last month, a curb has been added by the fire hydrant to help direct water runoff away from the building, floor outlets need to be finished, and the heater was repaired due to being set up for natural gas, not propane. G. Creek is and Chief Czichos will meet later this week to follow up on all items. Mrs. Robinson reported that G. Creek submitted their final payment application. Prior to paying G. Creek, payment to two sub-contractors who submitted non-payment notices, must be confirmed. She also suggested we get unconditional waivers and releases on all sub-contractors before making the final payment. Angel noted that the Architect did not sign off on the final pay app and she believes this is required. She suggested following up with Carlton Law if necessary. No action taken at this time.
  11. Discuss and consider pursuing ARP funds to purchase apparatus, review current County distributions of ARP funds; take any related action. Chief Czichos reported that he is attempting to set up a meeting with Commissioner Lon Shell to follow up on the letter the Board sent. Mr. Ware stated that he is dismayed Mr. Shell has not responded to the Board's letter, even if it was to deny our request for funds. Mr. Coker suggested having Mr. Shell come to a meeting with the

- Board. President Spangenberg suggested we reach out to him first and see if he is willing to meet with Chief Czichos to discuss the letter and if he does not respond, then we can move forward with a formal Board meeting. No action taken at this time.
12. Discuss and consider pursuing additional property. Chief Czichos reported that he spoke to a local property agent who is considering selling two acres to District. He also spoke to the owner five acres on Winters Mill. No action taken at this time.
  13. Discuss and consider long range, strategic plan development for apparatus, property acquisition, fire station construction, personnel, and associated pro forma financial statements. Angel Robinson developing a pro forma to outline what is needed in the future to reach the goals for new stations, personnel, and apparatus. This will help show the community why the District may ask to raise the tax rate, what amount of funds would be needed and document the need for additional stations, etc. Mr. Ware and Mrs. Robinson will convene on this and follow up at a later date. No action taken.
  14. Discuss and consider engaging Montemayor Britton Bender PC to conduct annual Audit fiscal year 2021-2022. Mrs. Robinson reported that they are tentatively scheduled to begin late December. Lat year's audit cost \$10,500, but due to construction and participating in TCDRS it will likely cost more this year. Mr. Ware made a motion to engage Montemayor Britton Bender PC. Mr. Coker seconded the motion. The motion was unanimously approved.
  15. Discuss and consider, remodel of PPE gear room and shop. President Spangenberg stated there are a few outstanding projects to complete. Still awaiting a few items (gym equipment and recliners) before final costs can be calculated. No action taken at this time.
  16. Discuss and consider PayScale schedule adjustments to add, Office Assistant, Part-time Office Assistant, Part-time Firefighter, Part-time Lieutenant, and related Budget Line adjustments. President Spangenberg presented a Master Pay Scale with the added positions. The budget line items will need to be adjusted to cover the positions. Mr. Ware made a motion to approve the Office Assistant, Part-time Office Assistant, Part-time Firefighter, and Part-time Lieutenant positions, and related Budget Line adjustments to the Pay Scale as presented. Mr. Coker seconded the motion. The motion was unanimously approved.
  17. Discuss and consider Part-time Fire Inspector and Part-time Fire Investigator positions. President Spangenberg stated that the job descriptions/pay structure for these positions will need to be finalized before the contract with the City of Wimberley/Woodcreek is signed and finalized. A finalized fee schedule is needed for billing for Fire Inspections, Plan Reviews, etc. Mr. Ware made a motion to approve the addition of a part-time fire inspector and part-time fire investigator these two positions. Mr. Coker seconded. The motion was unanimously approved.
  18. Discuss and consider purchase of furnishings and other items for living quarters. Assistant Chief Robbins reported the final piece of gym equipment is out of stock. Chief Czichos reported that the six recliners ordered are out of stock until Feb 2023. There may be another chair option available by the end of December. The price is the same. No actions taken at this time.
  19. Discuss and consider notification of the subdivision of property. Two notices to subdivide were received. One at 1909 Lone Man Mtn Rd. 14.97 acres will have 3.01 acres divided out. 2) In Oakwood Hills a 12-acre property, unrecorded Subdivision, Lot 18 will be divided equally. Mr. Coker made a motion to accept these two notifications. Mr. Ware seconded the motion. The motion was unanimously approved.

20. Discuss and consider approval of reimbursement; take any related action. No reimbursement requests submitted this time. No action taken.
21. Discuss and consider approval of minutes from October 25, 2022. All minutes were prepared and presented. Mr. Ware made a motion to approve the minutes as presented. Mr. White seconded the motion. The Motion was unanimously approved.
22. Discuss and consider future agenda items, time, date, and place for next meeting. The next meeting is scheduled for Saturday, December 31, 2022, at 8:30 a.m. at 111 Green Acres Drive in Wimberley.
23. Adjourn. The meeting was adjourned at 10:22 a.m.

Respectfully,

  
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Joe Rendleton, Secretary