

Hays County ESD #4 Board of Commissioners

March 25, 2025 Meeting Minutes

1. Call meeting to order and verify quorum;

Mr. Joe Pendleton called the meeting to order at 5:03pm. Commissioners present: Mr. Joe Pendleton, Mr. Travis Brown, Mr. Justin Transeau, Mr. Joseph Malone, and Mr. Manuel Grafia. A quorum was present. Also present: Carroll Czichos, Fire Chief; Christopher Robbins, Assistant Fire Chief; Sydney Johnson, Executive Assistant, and Stacy Britton of Montemayor Britton Bender PC.

2. Public comment;

No public sign-in. No public comment.

3. Approval of minutes from the regular meeting held on February 25, 2025;

A motion to approve the minutes for February 25, 2025, was made by Mr. Brown and seconded by Mr. Transeau. The motion passed unanimously.

4. Receive monthly report from the Treasurer and consider:

a) Approval of payment of monthly invoices including payroll; and

b) Approval of monthly financial reports as prepared by the bookkeeper;

A Motion to approve the Treasurer's Report for February 2025 was made by Mr. Brown and seconded by Mr. Grafia. The motion passed unanimously.

5. Discuss and consider action regarding presentation of Draft Independent Auditor's Report and Financial Statements for the year ended September 30, 2024, by Stacy Britton of Montemayor Britton Bender PC;

Stacy Britton presented the Auditor's Report for the previous fiscal year. The District received a clean opinion. There were no deficiencies identified. The Board accepted the audit as presented.

6. Receive monthly report from Assistant Chief Robbins regarding emergency operations, personnel and management activities, training, and community outreach;

Asst. Chief Robbins reported 210 calls this month and 588 calls YTD. The average response time was 7.5 minutes. 1 staff member will be graduating from the Fire Academy this week. 9 staff members will be attending Hazmat Tech training in April. 5 staff members are still in Paramedic School. We will be participating in the Wimberley Valley Emergency Preparedness Fair this weekend.

7. Receive monthly report from Chief Czichos regarding stations, apparatus, and equipment;

Chief Czichos reported Engine 41 has been repaired from the accident in October 2024. A furniture repair person did some minor repairs on the chairs, but issues remain. Czichos is still in contact with the company and thinks they will replace 3 and the evaluate the other 3. Czichos will follow up.

8. Discuss and consider action on monthly report from District's Attorney regarding pending litigation matters, contract issues, tax and budgeting issues, and legislative efforts;

No report from District's Attorney. Robbins reported on some legislative updates. No action taken.

9. Discuss and consider action on responses to Request for Qualifications No. 12202024-01 Project Management Services for: Design and Construction for Hays County ESD #4 Fire Station No. 42;

The Owner's Representative Agreement between Rosborough Project Management, LLC (RPM) and Hays County ESD #4 has been executed. No action taken.

10. Discuss and consider action on Request for Qualifications for Architectural / Engineering Services for Planning & Design of Fire Station 2;

Responses were received from Martinez Architects, FGM Architects, and Framework Architects. Asst. Chief Robbins reviewed each response and ranked them using a scoring matrix. Martinez Architects

scored the highest, followed by FGM Architects and then Framework Architects. Based on this ranking, Robbins recommended Martinez Architects. Mr. Brown made a motion to authorize Robbins to enter contract negotiations with Martinez Architects. The motion was seconded by Mr. Transeau. The motion passed unanimously.

11. Discuss and consider action regarding well drilling services for the District's property in Burnet Ranches;

Chief Czichos contacted the Hays Trinity Groundwater Conservation District (HTGCD) to discuss the permit fee and if we could receive a waiver for the fee. During this discussion, HTGCD informed Czichos of a new ruling that went into effect January 1, 2025, which requires all new wells to be drilled into the Lower Trinity. This would require drilling down 700-900ft rather than the 450-500ft anticipated. Czichos spoke with a manager from HTGCD who said we should qualify for a variance because we are a public safety organization. Czichos will attend the HTGCD board meeting next week, April 3rd, to request a variance and answer any questions their board may have. Discussion occurred regarding rainwater collection and associated cost. Mr. Brown suggested looking into a grant and grant writing support, as there may be money available for a project of this nature. No action taken.

12. Discuss and consider action regarding FY 2025-2026 Budget;

Asst. Chief Robbins has been working on budget forecasting and an apparatus replacement schedule for the next 5 years. The preliminary district evaluation should be available in July. No action taken.

13. Discuss and consider action regarding compensation schedule for Christopher Robbins as he assumes the Interim Fire Chief/Fire Chief position(s);

The Board entered into Executive Session at 5:52pm for discussion of personnel matters related to compensation schedule for Christopher Robbins, pursuant to Section 551.074 of the Texas Government Code. The Board returned to open session at 6:26pm. No action was taken in Executive Session.
No action taken.

14. Discuss date, time, location, and agenda items for the next meeting;

The next regular meeting will be held April 29, 2025, at 5:00pm. All meetings are held at 111 Green Acres Drive in Wimberley, Texas.

15. Adjourn;

Mr. Pendleton adjourned the meeting at 6:29pm.

Submitted by,



Manuel Grafia, Secretary

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