

**Hays County ESD 4 Board of Commissioners
Meeting Held on January 30, 2024
Meeting Minutes**

Original

1. Call meeting to order:

President Ron Spangenberg called the meeting to order at 4:30pm.

2. Roll call and verify quorum:

Commissioners present: Mr. Ron Spangenberg, Mr. Chuck Ware, Mr. Joe Pendleton, and Mr. Travis Brown. Mr. Justin Transeau will be coming in late. Also present: Carroll Czichos, Fire Chief; Christopher Robbins, Asst. Fire Chief; Angel Robinson, Executive Assistant; and Sydney Johnson, Administrative Assistant. A quorum was present.

3. Public comment: Alex Mostofi of Scout Troop 127 – Presented the District with a plaque to display at the xeriscape bed he designed and installed at Central Station as part of his Eagle Scout Project.

4. Public comment on agenda items: None.

5. Receive monthly report from Treasurer and consider:

a) Approval of payment of monthly invoices/expenditures presented and payroll; and

EFT/ACH payments: 3 to Pedernales Electric Co-op
1 to TCDRS

Payroll transactions: 4 to Paycom

Checks written: 6391 - 6419

Checks voided: None

b) Approval of monthly Statement of Financial Position, Income Statement of Budget Performance, and Reconciliation Summaries of ESD #4's Ozona Bank accounts;

Treasurer's Summary Report for December 2023:

Income for December 2023	80,083.39
Year-to-Date Income	197,313.13
Expenses for December 2023	152,439.82
Year-to-Date Expenses	587,362.17
Budget Balance/Net Income	(390,049.04)
Current Assets incl. A/R	3,677,086.35
A/R 60-day Sales & Use Process	111,056.00
Liabilities	1,084,290.38

Gross Special Purpose District S & U Tax: \$ 62,437.50

Net Sales and Use Tax Received: \$ 61,148.14

Ad Valorem Collected: \$ 2,931.90

A Motion to approve the Treasurer's report for December 2023, including payment of monthly invoices, expenditures presented, payroll, and financial reports and activity statements, was made by Mr. Pendleton and seconded by Mr. Brown. All in favor. 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, and community or public outreach;

Asst. Chief Robbins reported 167 calls YTD and two structure fires. The first was a two-story home in Rainbow Ranches and second, a local commercial business, King Feed. The average response

time was 7 minutes. SCBA inspections are complete for this year. We will be participating in the Emergency Preparedness Fair on March 23rd.

Commissioner Justin Transeau arrived at 4:45pm.

- 7. Receive Fire Chief report on apparatus, equipment, repairs, and item purchases;**
Chief Czichos reported Metro Fire will be coming out in February to check E-41 due to it leaking transmission fluid at the fire in Rainbow Ranches. E-41's preventative maintenance has been scheduled for March. G. Creek will have someone out in February to begin covering the damaged flooring in the Addition.
- 8. Discuss and consider Audit Fiscal year 2022-2023, Montemayor Britton Bender PC, Stacy Britton, take any related action;**
No report. No action.
- 9. Discuss and consider monthly report from District's Attorney regarding pending litigation matters, contract issues, tax and budgeting issues, and legislative efforts and consider taking related action;**
No report. No action.
- 10. Discuss and consider attending February 22-24, 2024, Safe-D Conference, in Fort Worth, TX, and hotel accommodations, take any related action;**
Mr. Spangenberg, Mr. Brown, Mr. Transeau, and Asst. Chief Robbins confirmed they will be attending. Mr. Ware and Mr. Pendleton have declined to attend. Mrs. Robinson and Ms. Johnson will not be able to attend. Mr. Ware made a motion to approve spending up to \$1500 on lodging for those attending the conference. Seconded by Mr. Brown. An amendment to the motion was made by Mr. Ware to include \$1200 for conference registration, for a total of \$2700. All in favor. The motion passed unanimously.
- 11. Discuss and consider the Lexipol software for standardized SOPs, and Employee Handbook, take any related action;**
Asst. Chief Robbins gave a brief presentation last month on Lexipol's Fire Policy Software and asked the Board to consider it for next year's budget. In speaking with other Departments who use Lexipol, he was advised that it can take up to a year to work through and implement the policies. Robbins has asked if we can find a way to purchase the software this year so he can begin working with Lexipol and be ready to implement/have already implemented by next year. The cost is about \$12,000 annually with a potential 3% increase. Additionally, when we hire more staff, the cost will increase as we move up in users to the next bracket. The Board will need to look at the budget and identify if we can fit this in. To be discussed again at the next meeting. No action taken at this time.
- 12. Discuss and consider entering into an agreement with Perry Sheffield Recycling for removal of Pump Station pumping equipment located on Pump Station property, take any related action;**
An Independent Contractors Agreement was prepared by the District's attorney and presented to the Board for the removal of pumping equipment on the District's property.
Mr. Spangenberg called for a brief recess at 5:05pm for the Board to review the contract. Reconvened at 5:07pm to discuss. All Commissioners present.
A motion to enter into the agreement as presented was made by Mr. Ware and seconded by Mr. Transeau. All in favor. The motion passed unanimously.
- 13. Discuss and consider Resolution to dispose of Pump Station's pumping equipment as Salvage, take any related action;**
A Resolution Authorizing Sale or Disposal of Salvage Property was prepared by the District's attorney and presented to the Board. A motion to adopt the Resolution as presented was made by Mr. Pendleton and seconded by Mr. Transeau. All in favor. The motion passed unanimously.

14. Discuss and consider purchase of build-out items for New E-41 and C-42; take any related action;

Asst. Chief Robbins has ordered a grill guard for C-42. Chief Czichos would like to start working on the build-out list for the new Engine to be delivered in the next few months. No action taken.

15. Discuss and consider, status of land acquisition agreement with WISD, take any related action;

No action taken at this time.

16. Discuss and consider purchase of additional fire/rescue equipment, take any related action;

Asst. Chief Robbins will be ordering 3 Mass Casualty Bags for about \$3,000. Chief Czichos has ordered two 5-gal. pails of Suppression Foam for a total of \$1,050. Mr. Brown made a motion to approve the purchase of Suppression Foam for \$1,050. Seconded by Mr. Transeau. All in favor. The motion passed unanimously.

17. Discuss and consider selling decommissioned apparatus, 2001 Rescue 47 and 1985 B-49, adopt Resolution to sale as Surplus, obtain sales documentation for District files, take any related action;

The Board previously discussed selling B-49 due to its age, but Asst. Chief Robbins has recently found we may be able to leverage the department's older apparatus to receive grant money for a new apparatus. We would need to research this more and look into hiring a grant writer to assist in our application. No action taken at this time.

18. Discuss and consider review and updates to District's policies and procedures involving WFR's Standard Operating Procedures, Employee Handbook, command staff job descriptions, leave PTO accrual, and hiring processes; take any related action;

No discussion. No action taken.

19. Discuss and consider notification of the subdivision of property, take any related action;

One notice was received from J. Thompson Professional Consulting regarding Rainbow Ranch, Lot 68 located at 2401 S. Rainbow Ranch Road, Wimberley, TX 78676. A 10.09-acre plat to be divided into two lots with an average lot size of 5.005 acres. A motion to recognize this notice was made by Mr. Ware and seconded by Mr. Pendleton. All in favor. The motion passed unanimously.

20. Discuss and consider personnel matters, Executive staff, Chief Czichos, Assistant Chief Robbins, and Executive Assistant, Angel Robinson, take any related action;

The Board entered into Executive Session at 5:28pm to discuss personnel matters pursuant to Section 551.074 of the Texas Government Code.

Reconvened at 5:51pm. All Commissioners present.

A motion to approve the Chief and Asst. Chief to redevelop the District's Organizational Chart was made by Mr. Ware and seconded by Mr. Transeau. All in favor. The motion passed unanimously.

21. Discuss and consider approval of minutes from December, 2023, take any related action;

A motion to approve the December meeting minutes as presented was made by Mr. Transeau and seconded by Mr. Ware. All in favor. The motion passed unanimously.

22. Discuss future agenda items, time, date, and place for next meeting;

The next meeting is scheduled for February 27, 2024 at 4:30pm. All meetings are held at 111 Green Acres Drive in Wimberley, Texas.

23. Adjourn; Adjourned at 5:54pm.

Respectfully submitted by,



Travis Brown, Secretary for Hays County ESD 4 Board of Commissioners