

**Hays County ESD4 Board of Commissioners
Meeting Held on September 26, 2023
Meeting Minutes**

Original

1. Call meeting to order:

President Ron Spangenberg called the meeting to order at 4:34pm.

2. Roll call and verify quorum:

Commissioners present: President Ron Spangenberg, Mr. Joe Pendleton, Mr. Chuck Ware, and Mr. Travis Brown. Also present: Assistant Fire Chief Christopher Robbins, Executive Assistant Angel Robinson, Administrative Assistant Sydney Johnson, and Justin Transeau. Fire Chief Czichos was not present. A quorum was present.

3. Public comment: No Public sign-in.

4. Public comment on agenda items: No Public comments.

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: 6 to Paycom

Checks written: 6222 - 6272

Checks VOID: 6224-6226, 6234, 6239, 6255, & 6270

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 August 2023:

Income for August 2023	94,489.36
Year-to-Date Income	3,019,017.69
Expenses for August 2023	223,143.44
Year-to-Date Expenses	1,918,931.80
Budget Balance/Net Income	1,100,085.89
Current Assets incl. A/R	4,268,941.09
A/R 60-day Sales & Use Process	111,056.00
Liabilities	1,098,303.49

Gross Special Purpose District S & U Tax: \$ 72,909.05

Net Sales and Use Tax Received: \$ 71,146.62

Ad Valorem Collected: \$ 16,059.15

A Motion to approve the Treasurer's report for August 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;


Assistant Chief Robbins reported there was a vehicle fire on Caliche Rd., a structure fire on Mt. Sharp Rd. which turned out to be two RVs on fire, a three-acre grass fire on Cascade Trail where they

received mutual aid from North Hays, and another structure fire on Flite Acres Rd. caused by someone disposing of cigarette butts incorrectly. 800 calls YTD with 3 months left in 2023. The total calls in 2022 was 819. Robbins is working with Hays County GIS and Dispatch to restructure ESD 4's fire box districts. On October 3rd WFR shift staff should be paged out to medical calls along with EMS. Seven firefighters attended Wildland Certification, for a total of 16 firefighters with this certification. All WFR staff are now Type 2 Firefighters. Two employees attended Active Assault Initial Response Training (ALERT), Train the Trainer event. New Wildland Gear was distributed to staff. In October PPEs will be sent out for annual inspection and advance cleaning. Robbins presented a WFR firefighter job posting to be posted on TCFP's website. Applications will be accepted October 1st – 27th with a tentative start date of November 27th.

- 7. Receive Fire Chief's report on apparatus, equipment, repairs, and item purchases;**
Report given in previous Agenda Item.
- 8. Receive monthly report from District's Attorney regarding pending litigation matters, contract issues, employment matters, tax and budgeting issues, and legislative efforts and consider taking related action;**
No report from Attorney.
- 9. Discuss and consider Central Station addition, review current warranty/defect issues, 1) flooring redo v. repair. 2) riser room door leak, may reverse door swing. 3) roof pinhole leaks, check for additional leaks, take any related action;**
President Spangenberg reported two mini-split units in the Addition are not operating. The repairman ordered parts for the repairs. No action taken.
- 10. Discuss and consider purchase of the final exercise equipment to complete fitness gym in Addition, take any related action;**
An All-In-One Trainer and dumbbells are needed to complete the gym. The All-in-One Trainer plus assembly costs \$6,800, plus \$1,300 for the dumbbells for a total of \$8,100. Mr. Ware made a motion to approve the purchase of these items at the prices presented by Asst. Chief Robbins. Seconded by Mr. Pendleton. All in favor. The motion was unanimously approved.
- 11. Discuss and consider purchase of additional fire/rescue equipment, take any related action;**
A video was presented demonstrating a conversion kit converting a water canister into a foam sprayer. This is a biodegradable foam product that will not affect plant life. Chief Czichos would like to purchase two more adapter kits for WFR's existing canisters. \$620 for 2 conversion kits. Mr. Pendleton made a motion to approve the purchase of two kits for \$620. Seconded by Mr. Brown. All in favor. The motion passed unanimously.
- 12. Discuss and consider purchase of build-out items for New E-41 and C-42; take any related action;**
Asst. Chief Robbins stated a radio, lights, tires, brush guard, bed cover, and decal work are needed for the new C-42 vehicle, a 2024 Ram 2500. He anticipates \$25,000 to build out C-42. Mr. Pendleton made a motion to approve \$27,000 for the build-out of Command 42. Seconded by Mr. Brown. All in favor. The motion passed unanimously.
- 13. Discuss and consider Hazmat Tech Training for staff, take any related action;**
Asst. Chief Robbins reported that the TCFP Compliance Officer is no longer accepting Target Solutions for Hazmat Training. Seven employees will take the Online Hazmat Training course offered by CE Solutions. The platform purchase costs \$1,000 for the seven employees. Mr. Ware made a motion to approve the purchase of CE Solutions Hazmat Training for \$1,000. Mr. Brown seconded the motion. All in favor. The motion passed unanimously.

- 14. Discuss and consider Fire Prevention Materials for Fire Prevention week, take any related action;**
President Spangenberg reported Fire Prevention Week is October 8-14, 2023, and staff will visit Blue Hole Primary School and St. Stephens to discuss Fire Prevention to distribute fire-safe materials to students. We will also distribute materials to Jacobs Well Elementary. Materials are being purchased for 1,361 students, plus extra to have on hand at the Station, for a total of \$4,401.50. Mr. Brown made a motion to approve the purchase of Fire Prevention Materials. Seconded by Mr. Pendleton. All in favor. The motion passed unanimously.
- 15. Discuss and consider selling decommissioned apparatus, selling of 1999 E-41, Rescue 47 and 1985 B-49, follow up e-mail documentation, take any related action;**
No action taken at this time.
- 16. Discuss and consider possible land acquisition agreement with WISD; take any related action;**
Asst. Chief Robbins reported WISD and ESD 4 legal counsels will be meeting tomorrow to discuss the potential land deal and then we can move on to contract negotiations.
- 17. Discuss and consider potential investment opportunities, take any related action;**
Asst. Chief Robbins and Mr. Ware are working together to create a Financial Investment Plan before we engage with TexPool. No action taken at this time.
- 18. 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;**
No action taken at this time.
- 19. Discuss and consider review and updates to District's policies and procedures involving WFR's Standard Operating Procedures, Employee Handbook, Job Descriptions and hiring processes; take any related action;**
No action taken at this time.
- 20. Discuss and consider long delayed District facility repairs, parking, training field projects, take any related action;**
No action taken at this time.
- 21. Discuss and consider notification of the subdivision of property; take any related action;**
Two notifications received: 1) Notice of Subdivision from Thompson Professional Consulting – 13.215-acre lot into two 6.6-acre lots at 221 Clear Lake Dr. Wimberley, TX. 2) Notice of Subdivision – 6.86-acre lot into four 1.715-acre lots at 301 Caliche Rd. Wimberley, TX.
- 22. Discuss and consider approval of reimbursement requests; take any related action;**
No reimbursements presented. No action taken.
- 23. Discuss and consider approval of minutes from August 2023, take any related action;**
All minutes were prepared and presented. Mr. Brown made a Motion to approve the minutes as presented. Seconded by Mr. Pendleton. All in favor. The Motion passed unanimously.
- 24. Discuss and consider future agenda items, time, date, and place for the next meeting;**
The next Board Meeting will be held October 31, 2023, at 4:30pm. All meetings are held at 111 Green Acres Drive in Wimberley, TX.
- 25. Adjourn;** The meeting was adjourned at 5:37pm.

Respectfully,



Chuck Ware, Treasurer & Secretary HCESD4