

**Hays County ESD 4 Board of Commissioners
Meeting Held on November 28, 2023
Meeting Minutes**

Original

1. Call meeting to order:

President Ron Spangenberg called the meeting to order at 4:41pm.

2. Roll call and verify quorum:

Commissioners present: President Ron Spangenberg, Mr. Chuck Ware, Mr. Joe Pendleton, Mr. Travis Brown, and Mr. Justin Transeau. Also present: Fire Chief Carroll Czichos, Assistant Fire Chief Christopher Robbins, Executive Assistant Angel Robinson, and Administrative Assistant Sydney Johnson. 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: 4 to Paycom

Checks written: 6310 – 6351 (6326 – 6329 not used, held for 2023)

Checks voided: 6335, 6336, 6338

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 October 2023:

Income for October 2023	61,680.87
Year-to-Date Income	61,680.87
Expenses for October 2023	204,759.55
Year-to-Date Expenses	204,759.55
Budget Balance/Net Income	(143,078.68)
Current Assets incl. A/R	3,934,035.83
A/R 60-day Sales & Use Process	111,056.00
Liabilities	1,084,882.15

Gross Special Purpose District S & U Tax: \$ 59,306.47

Net Sales and Use Tax Received: \$ 53,332.76

Ad Valorem Collected: \$ 2,349.00

A Motion to approve the Treasurer's report for October 2023, including payment of monthly invoices, expenditures presented, payroll, and financial reports and activity statements, was made by Mr. Brown and seconded by Mr. Transeau. 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 1,143 calls YTD and 200 calls in November. Robbins noted that 60 of the 200 were medical calls where we were placed on standby and did not end up being dispatched out to them. The average response time was 7 minutes. With the new district

fireboxes, Robbins demonstrated that if we were to build proposed Station 42 in the RR 12/Winters Mill Parkway area, there would have been an even split in calls between the two stations this month, based on where the incidents were taking place. He stated the District is on the right track by planning for a station in that area. Early in November one structure fire on Rader Ranch Rd. was fully involved on arrival but mutual aid was not required. There were two chimney fires, one on Thanksgiving day with superficial damage to the fireplace. A second was more destructive, but the house was saved. TCFP audit and inspection review is happening on December 21st. The District engaged 19:21 Consultants for BCBS/TX Employee Health Insurance. Robbins reported the District will save \$5,000 compared to higher priced TML/TX Health Benefits Pool that ends 12/31/2023.

7. Receive Fire Chief's report on apparatus, equipment, repairs, and item purchases;

Chief Czichos reported the apparatus are running well. The 1985 water storage tank at the Training Field is rusting inside and the ladder is rusted and falling apart. He said it will need to be refurbished. Czichos is working on getting quotes for that project by the next meeting. He stated we will need to purchase bunker gear for two firefighters being hired in January.

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. No action taken.

9. Discuss and consider Eagle Scout Project, candidate: Alejandro Moshen Roberto Mostafi, take any related action;

The District previously approved working with Eagle Scout candidate Alejandro Mostafi for a landscaping project on the Green Acres Dr. side of the Addition. Alejandro presented a proposed budget cost of \$2,031 with the hope that he would be able to have materials donated. He has completed the work under budget, spending under \$850. President Spangenberg presented a reimbursement request for \$185.73 to Kathy Daugherty for supplies purchased at Home Depot to complete the project. Other materials were purchased by the District. Mr. Ware made a motion to approve the reimbursement request as presented. Mr. Brown seconded the motion. All in favor. The motion passed unanimously.

10. Discuss and consider updating District's signature card at Ozona National Bank, take any related action;

At the October 31, 2023, Board Meeting, an Election of Officers was held but the Ozona Bank signature cards were not addressed. The signature cards need to be updated with new Commissioners and new positions. President Ron Spangenberg, Vice-President Joe Pendleton, Treasurer Chuck Ware, and Assistant Treasurer Justin Transeau will be the authorized signers on the District's two accounts at Ozona Bank. Mr. Brown made a motion to approve updating the Ozona Bank signature cards to reflect the officer changes as stated. Mr. Pendleton seconded the motion. All in favor. The motion passed unanimously.

11. Discuss and consider draft Investment Policy and strategy, take any related action;

Chief Robbins presented a draft Investment Policy and Strategy for the Board to Review. This is part of an ongoing process to engage with TexPool in the future. Some discussion, but no action taken at this time.

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

Chief Czichos presented a quote for a full-service inspection and maintenance to be performed on the new E-41 every 500 engine hours. The cost is \$4,613.04, annually. E-41 is at 308 hours currently, meaning this will be required in the next couple of months. It will be out of service for at

least 4 days to have this done in San Marcos. A discussion occurred regarding presenting future costs that are known to impact the following year's budget. Future expenses are to be presented for budget approval prior to approving a fiscal year budget. Chief Robbins reported the decal and tire installation is complete on C-42. He has received the lights and sirens but they cannot be installed until the center console is installed, which has been backordered. No action taken.

- 13. 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;**

Chief Czichos reported he sent an email to G. Creek before Thanksgiving to verify they are going to cover all of the flooring replacement in the addition except for the gym room. He has not received a response yet. All other issues have been resolved as far as he is aware. He would like to build a cover of some type for the alleyway between the Addition and the Bays to keep our staff from getting rained on when they are moving between the two areas. No action taken at this time.

- 14. Discuss and consider land acquisition agreement with WISD, take any related action;**

Asst. Chief Robbins reported negotiations are still underway. No action taken.

- 15. Discuss and consider attending February 22-24, 2024, Safe-D Conference, in Fort Worth TX and hotel accommodations, take any related action;**

President Spangenberg asked the commissioners to decide if they would like to attend the SAFE-D Conference February 22-24, 2024, in Irving, TX. President Spangenberg, Mr. Brown, and Mr. Transeau have committed to attend. Chief Robbins would like to attend as well. This will be discussed at the next meeting and we will begin making hotel arrangements. No action taken at this time.

- 16. Discuss and consider Sales and Use Tax reimbursement to State Comptroller's Office, take any related action;**

President Spangenberg previously received notice from HdL Companies of sales and use taxes overpaid to the District due to a business reporting their sales to the wrong District. The Comptroller's Office has provided options for repayment. The total amount overpaid by the Comptroller was \$11,575.86. They are offering a 2% discount if we write one check for \$11,346.25. Mr. Ware made a motion to approve paying back the amount owed in full to receive the 2% discount. Seconded by Mr. Pendleton. All in favor. The motion passed unanimously.

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

Chief Robbins reported there was gear ordered months ago which was intended to be paid out of the FY 2022-2023 Budget, but due to supply chain issues a portion was not received until this month. Because of this, we will need to do some line-item adjustments in the FY 2023-2024 Budget. Chief Czichos reported there are multiple expired PPE and gear around the station that should be removed, especially before the TCFP Inspection on Dec. 22nd. He has been in touch with Eugenio Cardenas from the Brownsville Fire Department. They take out of service gear for donation to their sister station in Matamoros Mexico. Mrs. Robinson will contact Carlton Law to verify there is no issue with donating this equipment. Mr. Brown made a motion to approve the donating of the old equipment, pending verification from the attorney. Seconded by Mr. Ware. All in favor. The motion passed unanimously.

- 18. Discuss and consider selling decommissioned apparatus, selling of 1999 E-41, 2001 Rescue 47, 1985 B-49, adopt Resolution to sale as Surplus, obtain sales documentation for District files, take any related action;**

Chief Czichos presented a sales agreement from TexasFireTrucks.com stating that by listing E-41 and R-47 on their website we agree to pay them an advertising fee of 7% of the total sales price upon selling. This fee is only payable to TX Fire Trucks if the sale originated from their marketing

efforts and is only due once we have received final payment from the buyer. They will qualify potential buyers before putting them in contact with us and we make the final deal. E-41 will be listed for \$65k and R-47 for \$139k. The Board agreed to wait 2 weeks and if there are no offers the price may drop to E-41 at a \$5k reduction and R-47 at a \$10k reduction. They agreed to wait for two weeks and repeat the process until we get an offer. A motion to adopt a Resolution to sell Engine 41 and Rescue 47 as surplus property was made by Mr. Ware and Seconded by Mr. Brown. All in favor. The motion passed unanimously. A motion to enter into the Sales Agreement with TexasFireTrucks.com as presented was made by Mr. Ware and seconded by Mr. Brown. All in favor. The motion passed unanimously.

Mr. Transeau left the meeting at 5:39pm.

19. Discuss and consider purchase of four counter-stools for addition, take any related action;

The firefighters have requested new chairs for the kitchen island seating. The current stools are failing. Mrs. Robinson presented a web quote from Amazon for 4 metal frame/faux leather chairs for \$179. Mr. Ware made a motion to approve the purchase of the chairs presented. Seconded by Mr. Pendleton. All in favor. The motion passed unanimously.

20. 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.

21. 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;

Mr. Ware reported he has a draft Public Information Act Request Policy ready for Board Review. He will send the draft out via email to the other Commissioners to review and for discussion at the December meeting. Mr. Ware is continuing to work on updating Job Descriptions for the Department. They were created in 2018 and revised in 2020, but he feels they do not encompass all that we are doing in the present day. He has already completed drafts for the Executive Assistant, Administrative Assistant I, and Administrative Assistant II positions and is now working on the Fire Chief and Assistant Fire Chief positions. He reviewed the principles of Oversight, Accountability, & Supervision and how they relate to each other and to each position within the Department. Mr. Ware then presented a draft of the Fire Chief job description for the other Commissioners to review. We will discuss it again at a future meeting. Mr. Brown stated he would like to either create or update an existing organizational chart for the District to provide staff with a simple visualization of our department structure and the relationships between positions. No action taken at this time.

22. Discuss and consider District facility repairs, parking lot, training field projects, canopy at Central's Bay entrance, take any related action;

No action.

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

No notifications received.

24. Discuss and consider approval of reimbursement requests; take any related action;

The reimbursement request was addressed in item 9. No action taken.

25. Discuss and consider approval of minutes from October 2023, take any related action;

All minutes were prepared and presented. Mr. Ware made a Motion to approve the minutes as presented. Seconded by Mr. Pendleton. All in favor. The Motion passed unanimously.

26. Discuss and consider future agenda items, time, date, and place for the next meeting;

The next Board Meeting will be held December 19, 2023, at 4:30pm. All meetings are held at 111 Green Acres Drive in Wimberley, TX.

27. Adjourn; The meeting was adjourned at 6:12pm.

Respectfully,



Travis Brown, Secretary

Hays County ESD 4 Board of Commissioners