

Hays County ESD 4 Board of Commissioners
Meeting Held on October 31, 2023
Meeting Minutes

Original

1. Call meeting to order:

President Ron Spangenberg called the meeting to order at 4:37pm.

2. Roll call and verify quorum:

Commissioners present: President Ron Spangenberg, Mr. Joe Pendleton, Mr. Chuck Ware, Mr. Travis Brown, and newly appointed commissioner, 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 comment.

5. Recognize Justin Transeau's appointment to ESD 4 Board of Commissioners, term to expire December 31, 2024, and conduct election of District Officers;

President Spangenberg congratulated Mr. Transeau on his appointment to the Board. When a Commissioner is appointed to the Board, an Election of District Officers must be held:

President:

Mr. Pendleton called for a motion of nomination for the position of President of Hays County ESD 4, Board of Commissioners. Mr. Transeau made a motion to nominate Mr. Spangenberg for the position of President. The motion was seconded by Mr. Brown. There were no additional nominations. Members voted unanimously to elect Mr. Spangenberg as President.

Vice-President:

President Spangenberg called for a motion of nomination for the position of Vice President of Hays County ESD 4, Board of Commissioners. Mr. Ware made a motion to nominate Mr. Pendleton for the position of Vice President. The motion was seconded by Mr. Transeau. There were no additional nominations. Members voted unanimously to elect Mr. Pendleton as Vice President.

Treasurer:

President Spangenberg called for a motion of nomination for the position of Treasurer of Hays County ESD 4, Board of Commissioners. Mr. Brown made a motion to nominate Mr. Ware for the position of Treasurer. The motion was seconded by Mr. Transeau. There were no additional nominations. Members voted unanimously to elect Mr. Ware as Treasurer.

Secretary:

President Spangenberg called for a motion of nomination for the position of Secretary of Hays County ESD 4, Board of Commissioners. Mr. Pendleton made a motion to nominate Mr. Brown for the position of Secretary. The motion was seconded by Mr. Ware. There were no additional nominations. Members voted unanimously to elect Mr. Brown as Secretary.

Assistant Treasurer:

President Spangenberg called for a motion of nomination for the position of Assistant Treasurer of Hays County ESD 4, Board of Commissioners. Mr. Ware made a motion to nominate Mr.

Transeau for the position of Assistant Treasurer. The motion was seconded by Mr. Brown. There were no additional nominations. Members voted unanimously to elect Mr. Transeau as Assistant Treasurer.

Post-Election Officer Positions:

President, Ron Spangenberg

Vice President, Joe Pendleton

Treasurer, Chuck Ware

Secretary, Travis Brown

Assistant Treasurer, Justin Transeau

6. 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: 6273 - 6309

Checks voided: 6276, 6277, 6284, & 6303

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 September 2023:

Income for September 2023	76,255.15
Year-to-Date Income	3,095,272.84
Expenses for September 2023	257,695.23
Year-to-Date Expenses	2,176,627.03
Budget Balance/Net Income	918,645.81
Current Assets incl. A/R	4,086,014.49
A/R 60-day Sales & Use Process	111,056.00
Liabilities	1,096,816.97

Gross Special Purpose District S & U Tax: \$ 60,042.29

Net Sales and Use Tax Received: \$ 59,093.63

Ad Valorem Collected: \$ 12,461.49

A Motion to approve the Treasurer's report for September 2023, including payment of monthly invoices, expenditures as presented, payroll, financial reports, and activity statements, was made by Mr. Pendleton and seconded by Mr. Transeau. All in favor. The motion passed unanimously.

7. 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 144 calls in October. 934 calls YTD. The average response time was 6.06 minutes, down from the previous month. On October 19th, WFR began responding to all medical calls along with EMS. The call box redesign is complete and in effect. The previous 5 call boxes were divided into 19 smaller boxes. October incidents included a rollover on Mt. Sharp

involving a single vehicle with a lengthy extrication, a structure fire where one firefighter received an injury requiring surgery, and Mutual Aid support given to South Hays on a 5-acre grass fire. TCFP Certification renewals are complete. Gear is out for annual advance cleaning and inspection, as required. Robbins is working on redeveloping the Master Training Plan to gain ISO points. We received applications from 7 firefighters who will take the Physical Agility Test on November 8th. If any applicants are selected for employment their hire date would be in January 2024 due to TX Health Benefits Insurance termination notice. One Part-time employee has moved to Full-time status.

Chief Czichos reported the firefighters will be providing candy and Engine tours to children for Halloween at Central Station. He has sent an invoice for over \$6,000 to the insurance company of the 18-wheeler who was involved in the single-vehicle accident at the "Wimberley Square" sign. In addition to time spent on scene and hazmat clean-up materials, one member's bunker gear was soaked in diesel fuel requiring replacement.

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

Chief Czichos reported all apparatus are running well.

9. 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.

10. Discuss and consider Obtaining new Health Coverage for District employees, take any related action;

The District received notice that TX Health Benefits Pool will be terminating all ESD coverage effective December 31, 2023, giving ESDs limited time to find new coverage. Asst. Chief Robbins presented 3 options for health insurance from BlueCross BlueShield through J.J. Weeks of 19:21 Consultants. The BC/BS Platinum Plan offered through 19:21 Consultants would bring the employee's coverage back to the higher level they had in FY-2022 for an additional \$40 per month per employee. The dental, vision, and life insurance are all comparable with current coverage and prices. After some discussion, a motion to engage with 19:21 Consultants for the Platinum Plan from BlueCross BlueShield was made by Mr. Brown. Seconded by Mr. Pendleton. All in favor. The motion passed unanimously.

11. Discuss and consider Health Screening for Responders, take any related action;

At the May 15, 2023 Board meeting Asst. Chief Robbins presented a proposal from Front Line Mobile Health for annual medical and wellness evaluations for Firefighting staff. Funding to provide healthcare screenings was included in this year's budget, however engaging Front Line Mobile Health was not finalized. Asst. Chief Robbins requested approval to engage with them. As previously reported, their program exceeds the specifications of NFPA 1582. There is Legislation in Texas that will soon mandate all departments offer Preventative Health Screenings to their Firefighting staff. By working toward this now, we would be compliant when the mandate goes into effect. Front Line offers 3 tiers of service, each with more extensive levels of testing. The lowest tier is Foundations at \$525 per exam, then Essentials at \$625 per exam, and finally Partnership at \$875 per exam. Robbins suggests going with the highest tier, Partnership, for the first year and then alternating annually between the Foundations & Partnership plans. This would ensure every employee is getting screened for Cancer bi-annually. A motion to engage with Front Line Mobile Health as recommended by Asst. Chief Robbins was made by Mr. Ware. Seconded by Mr. Transeau. 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;

The lights, tires, decal work, and sirens have all been ordered for the new C-42. LCRA has sent a quote for the radio. Robbins expects the cost to be under the approved budget. 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 repairing the epoxy floor would require the staff to vacate the Addition for seven days or more. G. Creek suggests putting vinyl flooring over top of the epoxy. They have agreed to cover the cost of only the living area, kitchen, and hallway at this time. However, Chief Czichos will ask to add the bedrooms and bathrooms as they are likely to also bubble up and chip. President Spangenberg reminded Chief Czichos to have email documentation of what is discussed with G. Creek. Mr. Transeau asked why it would not be replaced everywhere when the entire floor is the same product and all connected. Asst. Chief Robbins suggests re-doing the entire floor at one time so we do not wind up with a patchwork floor down the road. Mr. Brown noted he is disappointed that G. Creek is steering the District toward vinyl flooring when we wanted an epoxy floor in the first place and their poor work is the cause of the defect. The door leak in the Riser Room has been fixed. They still need to seal the door going out to the Addition from the Bays. Chief Czichos would like to build a cover for the doors in that alley eventually. No action taken.

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

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

15. Discuss and consider Janitorial service for Admin. Section, Central Station, take any related action;

President Spangenberg would like to hire someone to clean the baseboards, walls, kitchen, and bathrooms in Central Station, Admin side. Mrs. Robinson obtained a quote from Hill County Housekeepers for a one-time cleaning at a cost of \$500. They will have a team of 3 people come in for one day to clean. Mr. Brown made a motion to approve engaging Hill Country Housekeepers for a one-time cleaning at a cost of \$500. Seconded by Mr. Pendleton. All in favor. The motion was unanimously approved.

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

Chief Czichos recommends purchasing a TX Bragg Trailer, tandem axel, for \$3,600 from Texas Tractor Country. The trailer currently being used to tow and store the Polaris has a bent axel. Mr. Transeau seconded the need to buy a larger trailer to tow the Polaris, but also noted that this has been an issue for years and since the Polaris sits on the trailer 24/7, it has gradually worn down. Mr. Pendleton made a motion to approve the purchase of the trailer for \$3,600, as presented by Chief Czichos. Mr. Brown asked if insurance would cover this type of damage. Chief Czichos said he would ask about the insurance. Mr. Brown suggested amending the motion to include selling the damaged trailer. After some discussion, the motion was not amended and it was decided that we would follow up on selling the trailer at a later date. Asst. Chief Robbins questioned why this was not brought up during the Budget Planning process when it was already an issue. Going forward, he would like to address capital expenses during the budget planning process instead of after the budget is finalized, especially in an instance such as this where line-item adjustments will need to be made in the first month of the new fiscal year. Mr. Pendleton's motion to approve the purchase of the trailer for \$3,600, as presented by Chief Czichos still stands. Seconded by Mr. Ware. All in favor. The motion passed unanimously.

- 17. Discuss and consider selling decommissioned apparatus, selling of 1999 E-41, 2001 Rescue 47, 1985 B-49, adopt Resolution to sale as Surplus, follow up e-mail documentation, take any related action;**

Chief Czichos reported he is communicating with TexasFireTrucks.com and sent pictures of R-47. Their representative will come and take photos of R-47 and E-41 in the next week or two. He believes he will be able to sell both. Chief Czichos stated the Board has still not figured out what we can do with B-49. Czichos asked if the Board would adopt a Resolution. President Spangenberg explained there is no prepared Resolution to adopt. Chief Czichos said he hoped to have one available at the time the TexasFireTrucks.com representative comes next week and wants to make an offer. President Spangenberg said he was not aware any representative was coming until this moment. President Spangenberg would like to contact Carlton Lawn to draw up Resolutions to sell for B-49, E-41, R-47, and the damaged Polaris trailer. No action taken at this time.

- 18. 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 Investments. He believes they will have it ready for presentation at the next meeting. No action taken at this time.

- 19. 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.

- 20. 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 is working on the Chief and Asst. Chief's Job Descriptions; they will be ready to present soon. He also would like to create a policy for dealing with Public Information Act Requests to eliminate some of the uncertainty surrounding those requests. Asst. Chief Robbins and Angel Robinson are working on expanding the existing Purchasing Policy to provide more structure and accountability. No action taken at this time.

- 21. Discuss and consider long delayed District facility repairs, parking, training field projects, take any related action;**

President Spangenberg started to build a wall for the loft above the shop, he will need an additional \$200 to complete the project. Mr. Ware made a motion to approve the purchase of supplies for the shop loft wall, not to exceed \$200. Seconded by Mr. Brown. All in favor. The motion passed unanimously.

- 22. Discuss and consider notification of the subdivision of property; take any related action;**

Two notifications received, both from J. Thompson Professional Consulting. 1) Notice of proposed "Tierra Gold" subdivision at 200 Gold Rush Circle, 10.02-acre plat with an average lot size of 3.34-acres. 2) Notice of proposed "Home Camp, Lot 1" subdivision at 301 Caliche Rd., 6.86-acre plat with an average lot size of 1.715-acres. The Board recognized these notices.

- 23. Discuss and consider approval of reimbursement requests; take any related action;**

No reimbursement requests presented. No action taken.

- 24. Discuss and consider approval of minutes from September 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.

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

The next Board Meeting will be held November 28, 2023, at 4:30pm. All meetings are held at 111 Green Acres Drive in Wimberley, TX.

26. Adjourn; The meeting was adjourned at 6:45pm.

Respectfully,



Travis Brown, Secretary

Hays County ESD 4 Board of Commissioners