

**Hays County ESD 4 Board of Commissioners
Meeting Held on February 27, 2024
Meeting Minutes**

Original

1. Call meeting to order:

Mr. Joe Pendleton called the meeting to order at 4:47pm.

2. Roll call and verify quorum:

Commissioners present: Mr. Joe Pendleton, Mr. Travis Brown, and Mr. Justin Transeau. A quorum was present. Also present: Carroll Czichos, Fire Chief; Christopher Robbins, Asst. Fire Chief; Angel Robinson, Executive Assistant; and Sydney Johnson, Administrative Assistant.

3. Public comment: None.

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
2 to TCDRS
2 to BlueCross BlueShield

Payroll transactions: 4 to Paycom

Checks written: 6420 - 6459

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 January 2024:

Income for January 2024	177,441.35
Year-to-Date Income	386,100.78
Expenses for January 2024	141,452.55
Year-to-Date Expenses	740,906.18
Budget Balance/Net Income	(354,805.40)
Current Assets incl. A/R	3,698,901.32
A/R 60-day Sales & Use Process	111,056.00
Liabilities	1,070,861.71

Gross Special Purpose District S & U Tax: \$ 59,374.53

Net Sales and Use Tax Received: \$ 58,247.08

Ad Valorem Collected: \$ 55,170.43

A Motion to approve the Treasurer's report for January 2024, including payment of monthly invoices, expenditures presented, payroll, and financial reports and activity statements, was made by Mr. Brown and seconded by Mr. Pendleton. 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 in February to date, 349 calls YTD, with an average response time of 5.73 minutes. Two staff members will be attending Big Rig Academy Training

in Round Rock in April. New Hire Devin Harney is set to attend Fire Academy with plans to graduate in late June or July. He is currently an EMT and running medical calls with C Shift.

- 7. Receive Fire Chief report on apparatus, equipment, repairs, and item purchases;**
Chief Czichos reported B-46 has leaks needing repair. He reported R-47 has been listed on TexasFireTrucks.com for three months with no offers from potential buyers. He would like to consider reducing the price at the next meeting.
- 8. Discuss and consider Audit Fiscal year 2022-2024, Montemayor Britton Bender PC, Stacy Britton, take any related action;**
The Board received the Draft Audit Report. Stacy Britton will attend the March meeting to present her final report. No action at this time.
- 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, registration fees, hotel accommodations, take any related action;**
Mr. Brown, Mr. Transeau, Asst. Chief Robbins, and Mrs. Robinson attended the 2024 SAFE-D Conference. Mr. Transeau reported that despite having attended SAFE-D previously, he learned a great deal and would recommend attending annually. Mr. Brown agreed with Mr. Transeau and felt the annual expense is well justified. Asst. Chief Robbins was 1 of 6 who were recognized at the SAFE-D Conference and Awarded for his legislative efforts in 2023. No action taken.
- 11. Discuss and consider the Lexipol software for standardized SOPs, and Employee Handbook, take any related action;**
Asst. Chief Robbins previously asked the Board to consider funding the purchase of Lexipol software this fiscal year so he can begin to edit the policies to meet the District's criteria. He anticipates he may be ready to implement the new policies at the start of next year. Lexipol's proposed cost is \$11,398.10. Robbins stated funds from the sale of old Engine 41 and a \$10,000 donation from a community member that were added to Budget will cover the expense. He asked to create line item #5509 – Lexipol, under the Professional Services section of the Budget, and allocate \$15,000 to this item. Mr. Brown made a motion to allocate \$15,000 to Lexipol as recommended by Asst. Chief Robbins. Seconded by Mr. Transeau. All in favor. The motion was passed unanimously.
- 12. Discuss and consider WFR Training Division, take any related action;**
Asst. Chief Robbins reported he is working with TCFP to become a State Certified Training Facility, both on-site and online. He is still in the application process and will update as needed. No action taken at this time.
- 13. Discuss and consider plan to provide an office bedroom for Captains in the two unused offices on Admin side of Station; take any related action;**
Asst. Chief Robbins reported that with part-time and full-time staffing increases, we are at max capacity for housing firefighters. He recommended converting two connected offices in the station's administrative side, into a bedroom and office for the Captains. This will alleviate overcrowding in the Addition as well as provide the Captains a private office to conduct business. No action to be taken.

14. Discuss and consider financing for New Engine 42, take any related action;

Chief Czichos reported he contacted Capital Government (5.497%), Community Leasing (5.88%), and Broadway Bank (4.01%) for financing quotes. He received minimal information, and more research is needed. No action taken at this time.

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

No action to be taken.

16. Discuss and consider increasing appropriate line items for build out of New Engine-42, increase of Fiscal Year Budget 2023-2024, using funds acquired with the recent sale of decommissioned Apparatus, take any related action;

Chief Czichos and Asst. Chief Robbins reported the new E-42 will require many of the same items purchased to build-out Engine 41. They recommended purchasing these items now to be prepared for E-42's delivery, and to place this apparatus in service as quickly as possible. They requested \$25,000 for "Fire and Rescue Equipment" and \$10,000 for "Hoses, Nozzles, and Appliances" for E-42 build out. No action taken at this time.

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

No report. No action taken at this time.

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

Based on agenda item no. 16's Board discussion, Mr. Brown made a motion to increase Budget line item #11004 by \$25,000, increase Budget line item #6008 by \$10,000 for Engine 42 build out; and increase Budget line item #6017 by \$15,000 for new PPE. Mr. Transeau seconded the motion. All in favor. The motion passed unanimously.

19. Discuss and consider personnel, Board President and Vice President commissioner seat matters, take any related action;

The Board entered into Executive Session at 5:35pm to discuss legal matters and personnel matters pursuant to Section 551.071 & Section 551.074 of the Texas Government Code. President Pendleton reconvened the meeting at 5:48pm. All Commissioners returned and were present.

An Election of District Officers must be held due to a change in Commissioners:

President:

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

Vice President:

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

Secretary-Treasurer:

Mr. Pendleton called for a motion of nomination for the position of combined Secretary and

Treasurer of Hays County ESD 4, Board of Commissioners. Mr. Brown made a motion to nominate Mr. Transeau for the position of Secretary-Treasurer. Mr. Pendleton seconded the motion. There were no additional nominations. Members voted unanimously to elect Mr. Justin Transeau as Secretary-Treasurer.

Post-Election Officer Positions:

President, Joe Pendleton

Vice President, Travis Brown

Secretary-Treasurer, Justin Transeau

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

No notices received.

21. Discuss and consider approval of minutes from January 2024, take any related action;


A motion to approve the January meeting minutes as presented was made by Mr. Brown and seconded by Mr. Transeau. 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 March 26, 2024, at 4:30pm. All meetings are held at 111 Green Acres Drive in Wimberley, Texas.

23. Adjourn; Adjourned at 5:53pm.

Respectfully submitted by,



Justin Transeau

Secretary-Treasurer for Hays County ESD 4 Board of Commissioners