

**Hays County ESD4 Board of Commissioners
Meeting Held on August 29, 2023
Meeting Minutes**

Original

1. Call meeting to order:

President Ron Spangenberg called the meeting to order at 8:32am

2. Roll call and verify quorum:

Commissioners present: President Ron Spangenberg, Mr. Joe Pendleton, Mr. Chuck Ware, and Mr. Travis Brown. Also present, Fire Chief Carroll Czichos, Assistant Fire Chief Christopher Robbins, Executive Assistant Angel Robinson, Administrative Assistant Sydney Johnson, and Justin Transeau, guest. 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: 6191 -- 6221

Checks VOID: 6220

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 July 2023:

Income for July 2023	76,014.88
Year-to-Date Income	2,924,528.33
Expenses for July 2023	131,113.67
Year-to-Date Expenses	1,695,788.36
Budget Balance/Net Income	1,228,739.97
Current Cash Assets	4,415,496.43
A/R 60 Day Sales & Use Process	111,056.00
Liabilities	1,116,204.75

Gross Special Purpose District S & U Tax: \$ 57,386.02

Net Sales and Use Tax Received: \$ 56,233.09

Ad Valorem Collected: \$ 13,221.97

A Motion to approve the Treasurer's report for July 2023, including payment of monthly invoices, expenditures presented, payroll, and financial reports and activity statements, was made by Mr. Brown and seconded by Mr. Pendleton. The motion was unanimously approved. President Spangenberg stated for the record that the Board of Commissioners has final say over all matters affecting the District.

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 102 calls for the month, 719 YTD. Robbins reiterated the Oak Grove fire was a big event and WFR staff really came through for the department as this was the first time

they responded to a mandatory recall. There was a structure fire in Woodcreek North with one individual inside. Crews removed him and contained the fire. North Hays provided Mutual Aid. The home sustained significant smoke damage. Chief Czichos reported 2 Mutual Aid grass fires, one in Buda and one in Kyle. Robbins reported Box 40 had the highest call volume this month. The staff is completing their Wildland Fire credentials this week. Robbins will attend Active Assault/Initial Response - Train the Trainer next month. WFR will then be able to offer the training to other Departments. WFR will begin to be paged out to all medical calls with EMS starting on October 1, resulting in significant call volume increases.

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

Chief Czichos reported three new batteries were purchased for Tender 45. Ten wildland hoses were ordered to replace damaged hoses from the Oak Grove fire.

8. Receive Chief Robbins' report on discussions with WISD school board;

Asst. Chief Robbins is meeting with Dr. Bonewald on Thursday. No action taken at this time.

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.

10. Discuss and consider appointing District's designated Records Management Officer (RMO) and Public Information Coordinator (PIC) as required by Section 203.026 of the Local Government Records Act; take any related action;

President Spangenberg reported the District needs to appoint an RMO and PIC to facilitate maintenance of the Records Retention Policy adopted at the last meeting. Mr. Brown made a motion to appoint Mr. Ware, as Secretary, to be the District's designated Records Management Officer and Angel Robinson, as Executive Assistant, to be the Public Information Coordinator. Seconded by Mr. Pendleton. All in favor. The Motion passed unanimously.

11. 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 will be meeting with G Creek Construction again today to review this Item's issues (1, 2 and 3 above) and a hot water heater issue identified by a plumber who stated the hot water heaters were not installed correctly. Water heater repair should occur next week. 1) Flooring must be completely redone to replace the epoxy with vinyl flooring. 2) The riser room door appears to be repaired but has not been tested for leaks. 3) The roof leak was thought to be repaired but began leaking again. It will require further repair. No action taken at this time.

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

The purchase of three 40" Rescue Struts to be placed on E-41 are on back order. Cost is \$5,300. Mr. Ware made a Motion to hold payment of the Struts until the items are delivered. Seconded by Mr. Pendleton. All in favor. The Motion passed unanimously.

13. Discuss and consider selling decommissioned apparatus, selling of 1999 E-41 and 1985 B-49, follow up email documentation, take any related action;

At the July 25th Board Meeting the Commissioners authorized Chief Czichos to continue discussion with an interested buyer of the 1999 E-41 for a fair market value of \$48k - \$65k per Chief's recommendation. At this time, he has not heard from a potential buyer nor spoken to Brindle Mountain representative. Chief Czichos stated a bigger issue is selling B-49. The fuel line was repaired at a cost of \$675. Additionally, an injector pump failure requires a \$2,000 repair. Chief Czichos recommends repairing B-49, obtaining bids and selling it as surplus. He added that it has little value if left without repairs. Mr. Ware made a Motion to have B-49 fixed, with the stipulation that B-49

sells for an amount no less than the cost of repairs. Seconded by Mr. Pendleton. All in favor. The Motion passed unanimously. Discussion occurred on the difference between salvage vs. surplus sale. Chief Czichos reiterated his belief that B-49 should sell as surplus. Mr. Brown read the surplus v. salvage defined terms within Chapter 775 to the Commissioners. No action taken.

14. Discuss and consider replacement of Command #42; take any related action;

Command-42 has major front-end issues, and this is after previously replacing the front-end in this vehicle. The truck is a 2012 F-250 and has 135,000 miles and over 6,000 hours on the engine. Assistant Chief Robbins stated he located two new 2023 Ram 2500s for \$61,000 and \$63,000 and a 2024 for \$64,000. The 2012 F-250 can be used as a trade-in to offset the cost. Mr. Pendleton made a Motion to approve the purchase of a new 2024 Command vehicle, not to exceed \$75,000, and to use the old C-42, a 2012 F-250, (VIN# 1FT7W2B67CEC95647), as a trade-in. Seconded by Mr. Ware. All in favor. The Motion passed unanimously.

15. 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;

Mr. Ware reported he is researching investment opportunities for the District. CDs offer a limited amount of investment however investment pools such as TexPool are specifically established for Local Government or School District investments, for higher sums. This item will be revisited at the August 31st meeting at 7pm. No action taken at this time.

16. 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;

Administrative Job Descriptions were presented at a previous meeting by Mr. Ware. Mr. Pendleton made a Motion to move forward with the job descriptions as drafted for Executive Assistant, Administrative Assistant I, and Part-Time Administrative Assistant positions. The Motion was seconded by Mr. Brown. All in favor. The Motion passed unanimously.

17. Discuss and consider station cost, lender information, and status of planning committee, 1) identify members, 2) identify steps or stages, 3) identify legal process, 4) list of Architects, 5) where are we with planning; take any related action;

Chief Czichos stated he is waiting on the Firefighters to designate four members. He said the RFQ can go out at any time. No action to be taken at this time.

18. Discuss and consider District Purchasing Policy, take any related action;

A Purchasing Policy provided by Carlton Law was presented at a previous meeting. Mr. Ware made a Motion to adopt the Purchasing Policy as presented. Seconded by Mr. Pendleton. All in favor. The motion passed unanimously.

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

President Spangenberg asked to compile a list of needed repairs and projects to prioritize. Identified to date: the front parking lot issues, tie Central Station's septic into Aqua's sewer, add concrete pads to burn building at the training field, replace tower at training field, etc. Chief Czichos recommended repairing the parking lot on Green Acres first for less wear on the trucks. He will contact the City of Wimberley and Wimberley Water to research right-of-way, obtain quotes, etc. President Spangenberg asked Chief Czichos to provide written or email documentation on all discussions related to repairs. No action taken at this time.

20. Discuss and consider replacing two desktop computers and a printer, take any related action;

Commissioners Coker and Brown District's laptops will be reassigned: one to the Captains and one to Chief Czichos to transition Czichos from Apple to PC. Mrs. Robinson identified a printer for about

\$250, for her office. Mr. Brown made a Motion to approve the purchase of a printer for the Executive Assistant's office, not to exceed \$250. Seconded by Mr. Ware. All in favor. The Motion was approved unanimously.

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

No notifications received. No action taken.

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 July 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.

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

President Spangenberg stated we will start scheduling the Regular business Meetings at 4:30pm to allow for public attendance and staff preparation. A Special Called Meeting is scheduled on August 31, 2023, at 7:00pm to discuss Investment Opportunities. The next Regular Scheduled Meeting is September 26, 2023, at 4:30pm. All meetings are held at 111 Green Acres Drive in Wimberley, TX.

25. Adjourn; The meeting was adjourned at 10:40am.

Respectfully,



Chuck Ware, Treasurer & Secretary HCESD4