

MEETING MINUTES
HAYS COUNTY ESD #4—WIMBERLEY FIRE RESCUE
FEBRUARY 26, 2019

1. President Ron Spangenberg called the meeting to order at 8:30 am.
2. Commissioners present were Ron Spangenberg, Eddie Gumbert, Chuck Ware, Joe Pendleton and Ken Downing. District Manager Carroll Czichos was present. Angel Robinson present to assist. John White present as ESD Bookkeeper. Assistant Chief Matt Van Ostrand, Chas Humphrey (signed in), Christopher Robbins, Klaus Becker, Banks Chisum. Brad Witten and Autumn Smith stepped in to provide information.
3. Public Comment: Mr. Humphrey spoke on House Bill 2 re: Tax Cap and House Bill 1895 re: Employment and disciplinary polices that will be before Texas Legislature. Chief Czichos added Texas Senate Bill 2 and stated all would impact fire departments if they pass. Mr. Humphrey reported on Agenda Items 22 and 23.
4. Receive monthly report from Treasurer and consider; a) approval of payment of monthly bills and invoices: Three EFT payments to Pedernales Electric Coop. Checks: 4527-4552 were written. President Spangenberg stated that while check 4533 (WEX Bank) pays a portion of outstanding fuel invoices there are more outstanding fuel receipts going back to December 2018. Check 4550 (for Broadway Bank credit card) – President Spangenberg reconciled the statement. 4529 and 4542 were voided. President Spangenberg discussed check 4548 for Horizon Phone Systems and that this system maintenance is costly and needs to be addressed to identify less expensive systems. Mr. Chisum, president of WVFD Executive Board agreed and added with the termination of the nonprofit, the Horizon contract may be terminated in some way. And, (b) approval of monthly financial report, including cash flow sheet, income statement, and balance sheet. Chuck Ware presented the financial report. Total monthly expenses for the month are \$14,715.86 and \$166,660.44 for the year. The budget balance for this FY is \$774,569.55. The WVFD contractual budget of \$623,000 has not been utilized yet for this year as WFR has used carryover funds for the last few months. Income Statement Revenue for the current month is \$297,474.41 and \$825,188.11 for the year. Assets: Total assets are \$1,258,559.20 including the three CD's valued at 92,152.30. Cash assets total \$1,166,406.90. Total liabilities are \$51,170.31. President Spangenberg entered an Amended Income Statement for last month, dated January 31, 2019. A motion to approve the Treasurer's report of payments for the month made via check and eft, Financial Reports, Assets and Income Statements, including the Amended January 2018 Income Statement as presented was made by Mr. Joe Pendleton and seconded by Mr. Eddie Gumbert. Motion passed unanimously with no additional discussion or changes.
5. Receive District's Annual Audit Report 2017-2018 from Alton Thiele, CPA. Mr. Thiele joined the meeting at 9:53. He reported the audit is completed and the findings show all aspects of ESD #4 financials are in good shape. The official Audit Opinion reports these findings. The Management Summary contains the bottom lines of the audit categories. He pointed out the Secretary of State's office has this entity's legal name as "Hays County ESD #4". President Spangenberg stated the checking account's name is "Wimberley Rural Fire District". He'll continue to put systems in place for consistency, e.g. names etc., and to improve document retention procedures. A motion to accept Mr. Thiele's audit report and its findings for FY 2017-2018 for ESD #4 was made by Mr. Chuck Ware, seconded by Mr. Ken Downing. Unanimous approval.

6. Receive financial report from Wimberley Fire Department; no discussion at this time.
7. Receive monthly report from Fire Chief regarding emergency operations, response time, call volume, training, management activities and volunteer membership; Chief Czichos reported there were 11 calls including one building fire with one fatality and required mutual aid. Two grass fires and four motor vehicle accidents for the month, 88% after hours. Chief reminded all of the Appreciation Dinner on March 8, 2019.
8. Receive Fire Chief's report on apparatus, equipment, repairs, and item purchases. Hose testing identified damaged hose including an additional three sections of 5" (WFR has replacement hoses), four sections of 2 ½" and six sections of 1 ½" damaged (need to purchase both). All trucks passed testing. One ladder failed, a new ladder delivered was damaged. Second 35' ladder order is cancelled. Only truck 48 can carry a ladder this size.
9. Receive report long term planning committee; Mr. Spangenberg said this is still in process. Goal: purchase land, build a station, purchase new trucks and hire additional fire fighters.
10. Receive monthly report from District's attorney regarding pending litigation matters, contract issues, and legislative efforts and consider taking related action; no litigation at this time.
11. Receive report on purchase of land on Winters Mill and RR 12; Mr. Ware stated he has not heard back from the Wimberley ISD Board on the proposed land acquisition. Chief Czichos confirmed the school board has not shared any new information. He stated he's looking at other property on Winters Mill and other locations. Mr. Spangenberg agreed that more than likely, ESD #4 will not be participating in the WM/RR12 acquisition and development.
12. Discuss and consider needed corrections and financial process improvements as per Audit report; Mr. Spangenberg addressed in Item 5 above. No Action
13. Discuss and consider engaging Kenny Polk Bookkeeping Services in regards to combining ESD and WFR operating programs, payroll, benefits and other transitional requirements; Mr. Ware, Mr. White, Mr. Spangenberg, Ms. Robinson and Ms. Autumn Smith met with Mr. Polk to discuss this transition. He has two years' experience with WVFD for contracted bookkeeping oversight. Mr. Ware, Mr. Spangenberg, Ms. Robinson stated very positive working experiences with Mr. Polk. He has experience with both SAGE and Quick Books. Motion to contract with Mr. Polk on an hourly basis (\$25/hr.) was made by Mr. Ware, seconded by Mr. Downing. Motion passed with Joe Pendleton abstaining.
14. Discuss and consider the progress on the development of an ESD website; Chief Czichos shared it is under development now. President Spangenberg asked Chief to expedite the process to post ESD #4 meeting agendas and minutes on line for the March meeting. Information on fire prevention, ground cover discussion, early notification importance, school/community interaction, etc. will be on the website when complete. No Action
15. Discuss and consider the possible opportunity to connect Central Station with Aqua Texas; President Spangenberg reported Wimberley EMS' withdrawal from the Winters Mill/RR12 project headed by WISD Board. Mr. Banks Chisum gave a brief update on WEMS expansion plans for their current location. WEMS will connect to Aqua Texas, which currently runs to the food-truck court. No Action
16. Discuss and consider possible replacement of failed hose and ladders during certification; President Spangenberg and Chief Czichos discussed replacing hoses necessary from Item 8 and the 35' ladder. Hose cost is \$1,042. Current line item balance is \$555 – adjustment needed. Motion to replace six sections of 1 ½" and four sections of 2 ½" for a cost of \$1,042 was made by Mr. Joe Pendleton and seconded by Mr. Eddie Gumbert. Motion was approved unanimously.

17. Discuss and consider BLS, First Responder Organization in cooperation with Wimberley EMS and Dr. Moore, additional equipment and insurance may be required. Assistant Chief Van Ostrand reported EMS is moving forward. Certified WFR personnel are identified. WFR waiting for Dr. Moore to prepare protocols. Completed proposal package will be sent to State offices followed by a 30 – 60 day approval process. Mr. Spangenberg described there will be limitations on roll-out calls and medications carried by WFR. Chief Czichos stated the insurance increase for WFR personnel to do stabilization only on calls is an additional \$125 per year. No Action

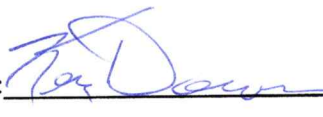
President Spangenberg called for a 5 min. break at 9:39 a.m. President Spangenberg called the meeting to reconvene at 9:48 a.m. All commissioners present during earlier meeting are present upon reconvening.

18. Discuss and consider dissolution of WVFD and transfer of WVFD funds and assets to the District, including approval of an asset purchase and sale agreement, if needed; Ms. Robinson identified the requirements necessary to file nonprofit termination forms to the Secretary of State. Mr. Chisum asked for an attorney to explain the process and potential liability for the officers, should a suit be filed after termination. Mr. Spangenberg stated insurance coverage during the three-year post termination period may be needed. He stated an IRS 990 for WVFD is needed for the last FY (extension filed) and at termination of nonprofit. A special meeting will be necessary after due diligence for the termination, and document completion occurs, for approval prior to filing. No Action
19. Discuss and take action on the annual Texas Comptroller Annual Debt and Financial Information reporting requirement; President Spangenberg reported the State Comptroller requires annual debt reporting and financial information reporting. The financial information reporting was completed and filed on December 31, 2018. A motion to pursue completing the Texas State Comptroller's annual debt report was made by Mr. Gumbert and seconded by Mr. Ware. Unanimously approved.
20. Discuss and consider the disbursement of funds from line 755, within current budget; Mr. Spangenberg shared the ESD#4 Budget showing funds from \$623k (WVFD budget funds -- line 755) being applied to appropriate line items in the combined chart of accounts. Main budget adjustments were noted. On April 1, 2019 the new combined budgets will go live. A motion to approve was tabled as the chart of accounts will likely change on April 1.
21. Discuss and consider expenditure guidelines for District Chief within budget; President Spangenberg stated a written policy is needed for expenditures by WFR (previously the line item 755) now that the budgets are combining. This will be added to the list of tasks to complete at termination of nonprofit. No Action
22. Discuss and consider online training program for paid and volunteer staff; Mr. Humphrey reported North Hays Fire uses Target Solutions, an on-line training program. It provides the required hours of training for different accreditations. HR related training is available to meet insurance requirements. Can provide Mr. Brad Witten, as training/certification coordinator, tracking and confirmation of personnel's required training. Price is \$395/yr. for program maintenance plus \$1,980 for twenty users per year. Additional cost per user (\$99). President Spangenberg feels this would be valuable to engage volunteers to spend additional time at station, learning from paid firefighters. Chief Czichos added this provides a formal tracking device for State review. Mr. Witten stated this program in conjunction with practical hands-on training would add value to the staff and station. Motion to approve funding up to \$3,000 for Target Solutions' on-line training program was made by Mr. Joe Pendleton and seconded by Mr. Chuck Ware. Unanimous approval.

23. Discuss and consider progress on HCESD#4 Sales and Usage Tax timeline; Mr. Spangenberg, provided copies of Chief Huckaby's memo showing ESD#4 will begin collecting tax funds April 1 and we receive first tax funds June 2019. He asked for names of utility vendors not on distributed list. No action
24. Discuss and consider the water storage at Pump Station; President Spangenberg stated the recently repaired storage tank is leaking. Over \$40K spent on repairs to date. Looking at solutions and reliable vendors. No Action
25. Discuss and consider replacement of rescue raft, with specific donated funds; Mr. Spangenberg reported the new Inmar light-weight inflatable boat, funded by a contribution (designated for rescue equipment) from Wimberley Library to the WVFD, post flood fundraising, was ordered late in 2018, was delivered recently and paid for by the WVFD. Additional parts were ordered. WVFD's old Zodiac boat deteriorated with time and is not usable for Rescue ops. A motion to pay for additional parts including a quick fill air valve and gauge at a cost of \$93.28 was made by Mr. Chuck Ware. Seconded by Mr. Eddie Gumbert. Unanimous approval.
26. Discuss and consider covering of utility trench at Pump Station, Perry Sheffield; Mr. Spangenberg stated the ditch was dug previously. Filling it is \$100. A motion to pay Mr. Perry Scheffield \$100 to fill and cover the utility ditch at the Pump Station was made by Mr. Eddie Gumbert. Seconded by Mr. Chuck Ware. Unanimous approval.
27. Discuss and consider approval reimbursement Klaus Becker, audio-visual, training room; President Spangenberg reported the upgraded A/V equipment install is complete. Mr. Becker reviewed the components. A motion to approve reimbursement to Mr. Klaus Becker for a receiver and adapter at a cost of \$230.54 was made by Mr. Joe Pendleton. Seconded by Mr. Eddie Gumbert. Unanimous approval.
28. Discuss and consider notification of subdivision of property; President Spangenberg reported we received a notification to subdivide one lot (10.58 ac) into two lots (current average lot is 5.29 ac) in Rolling Oaks. A motion was made by my Mr. Chuck Ware to accept and approve notification to subdivide the property at Rolling Oaks Subdivision, Section 3, lot 55. This is a cul-de-sac near Turtle Hill Lane. Seconded my Mr. Joe Pendleton. Unanimous approval.
29. Discuss and consider approval of minutes from January 29, 2019; No comments or changes. Mr. Chuck Ware made a motion to accept the minutes of January 29, 2019 into the record. Motion was seconded by Joe Pendleton. Unanimous approval.
30. Discuss future agenda items, time and date for next meeting; Mr. Spangenberg stated there are WFR firefighters wanting to attend the ESD #4 Board meetings. He suggested moving the meetings to the evening to give staff and volunteers an opportunity to attend. Next meeting is March 26, 2019 at 18:30.

President Spangenberg adjourned the meeting at 10:47 a.m.

Respectfully Submitted:



 Ken Downing, Secretary

3-26-2019

(Date)