

Hays County ESD #4—Wimberley Fire Rescue
Meeting Minutes
For the Board of Commissioners Meeting Held on October 29, 2019

1. President Ron Spangenberg called the meeting to order at 8:33 a.m.
2. Commissioners present were Ron Spangenberg, Chuck Ware, Ken Downing, and Joe Pendleton. Carroll Czichos, Fire Chief, Mr. Johnny White, ESD Bookkeeper, Angel Robinson and Lea Dibrell were present to assist.
3. Public Comment: No Public sign in.
4. Receive September 1 – 30, 2019 monthly report from Treasurer and consider; a) approval of payment of monthly bills and invoices: Six EFT payments: three EFT's to Pedernales Electric Coop, and one each to Time Warner Business, WEX Bank and Humana. Two payroll transactions in September and one liability check to US Treasury. Six Liability Checks: two payroll service fees, one U.S. Treasury and three American Funds simple IRA. Checks: 4712-4727 were written. And, b) approval of monthly financial report, including cash flow sheet, income statement, and balance sheet. Chuck Ware presented the financial report. Income Statement Revenue for the current month is \$37,275.11 and \$1,146,991.74 for the year. Expenses for the month are \$45,846.84 and \$797,007.15 for year to date. The budget balance for this FY is \$349,984.59. Assets: Current assets are \$1,247,143.78 including the three CD's valued at \$92,776.22. Cash assets available are \$1,154,367.56. Total liabilities are \$106,788.70. President Spangenberg reported the Ad Valorem Tax collected was \$937,248.97 for the fiscal year and Sales Tax collected in FY 2018-2019 was \$110,188.68. Other taxes collected including Rollbacks, Penalty and Delinquent taxes, etc. brings the total tax revenue to \$1,066,723.63
The Fourth Quarter Investment Report for three CD's was presented.

Fourth Quarter 2019 – (July 1 – September 30)

Acct. No.	Date Acquired	Maturity Date	Value at Beginning of Qtr	Value at End of Qtr	Interest Earned
305484	07/25/2011	07/25/2020	\$51,169.02	\$51,554.49	\$385.42
305484	<i>Amended</i>		\$51,424.76		\$129.73
305485	07/25/2011	07/25/2020	\$31,012.69	\$31,090.92	\$78.23
306297	09/06/2017	09/06/2020	\$10,105.31	\$10,130.81	\$25.50

A motion to approve the Treasurer's report of payments for the month made via check and EFT, Financial Reports, Assets and Income Statements, and Investment Report was made by Mr. Joe Pendleton and seconded by Mr. Ken Downing. Unanimously approved.

5. Receive monthly report from Fire Chief regarding emergency operations, response time, call volume, training, management activities and volunteer membership; Chief Czichos reported there were 40 calls with three structure fires, one was on Brookhollow in Woodcreek, one was a mutual aid call for a commercial building in San Marcos and one a Bed and Breakfast on Rainbows End. There was a fatal vehicle accident on 3237 and another on RR12, both had vehicle fires with the fatalities. Average response time is 11 min, 25 sec. 50% of the emergency calls were after hours. No action required.
6. Receive Fire Chief's report on apparatus, equipment, repairs, and item purchases; Chief Czichos reported CAF-40 has compressed air restriction. Repair is scheduled. No action required.

7. Receive monthly report from District's attorney regarding pending litigation matters, contract issues, and legislative efforts and consider taking related action; no discussion required.
8. Receive report on possible acquisition of property at Winters Mill Parkway; Chief Czichos stated he is awaiting an update from the property owner on Winters Mill regarding acquisition. No action required.

At 8:47, Mr. Eddie Gumbert joined the other ESD #4 Commissioners at the Board Meeting.

9. Discuss and consider sending administrative staff members to FLSA training; President Spangenberg stated a three-day training seminar is scheduled for December in Georgetown. With staff increases, it is important to be knowledgeable of labor laws. The cost is \$495/person or \$1,485 for three attendees (two administrative staff and President Spangenberg) to attend. A hotel room and per diem at \$60/day. Total cost is estimated at \$2,500. Mr. Chuck Ware made a Motion to appropriate \$2,500 to have up to three attendees at the FLSA training in Georgetown, Dec. 10 - 12 and Mr. Ken Downing, seconded the Motion. This Motion passed with a unanimous vote.
10. Discuss and consider replacement of the Toughbook computer in the Squad; Chief Czichos reported this computer is almost nine years old. Replacement is necessary. Computer cost is \$3,993.08 and \$798.06 for the docking station needed. A Motion to allocate \$4,796.16 for purchase of a Toughbook computer and docking station was made by Mr. Chuck Ware and seconded by Mr. Eddie Gumbert. The Motion passed unanimously.
11. Discuss and consider replacement of gas detector and calibration equipment; Chief Czichos said this is the season for carbon monoxide calls. Existing detectors have a lifespan of two years. The new detectors being considered are rechargeable, last for five years and detect 3-gases. Three are needed at a cost of \$600 each. Mr. Joe Pendleton made a Motion to purchase three 5-year gas detectors for \$1,800, and it was seconded by Mr. Eddie Gumbert. The Motion passed unanimously.
12. Discuss and consider BLS, First Responder Organization in cooperation with Wimberley EMS and Dr. Moore, additional equipment and insurance may be required. No progress and no action at this time.
13. Discuss and consider the water storage at Pump Station; Chief Czichos reported in two weeks the cherry picker should be on site so the tank can be cut down. Ideally the tank base will be complete by end of November. Chief will notify the vendor when the base is ready for the new tank. No action required.
14. Discuss and consider bunk room lockers; President Spangenberg stated one 48/96 firefighter was hired. The sleeping quarters need lockers for the staff to store their personal items. Chief Czichos stated Jesse Williams can build good quality lockers at a cost of \$800 ea. Mr. Eddie Gilbert made a Motion to purchase two locker cabinets at \$800 each. The Motion was seconded by Mr. Joe Pendleton. The Motion was approved unanimously.
15. Discuss and consider scheduling software; Chief Czichos said "When to Work" is an online software program that can manage scheduling of 48/96 and part-time staff. It is used by other local fire stations. It can manage up to 30 employees at a cost of \$200. A Motion was made by Mr. Chuck Ware to purchase a subscription for \$200. The Motion was seconded by Mr. Eddie Gumbert. Unanimously approved.
16. Discuss and consider adoption of a Resolution Regarding Public Participation at Open Meetings; President Spangenberg brought forward a Resolution prepared by ESD 4's legal advisors. The Open Meetings Act according to HB 2840 requires a public comment period be available at all public meetings. A Motion was made by Mr. Chuck Ware to adopt the guidelines set forth in the Resolution

Regarding Public Participation at Open Meetings. The Motion was seconded by Mr. Ken Downing. The Motion passed unanimously.

17. Discuss and consider purchasing light weight jackets for fire suppression staff; President Spangenberg said it has been some time since jackets or sweatshirts were purchased for staff. Twenty-five jackets would be purchased for volunteers and firefighters only, at a cost of \$73 each, for a total of \$1,825. Mr. Eddie Gumbert made a Motion to allocate \$2,000 from line item 503085, and with a portion from the Volunteers' Donation Account, to purchase the jackets described. The Motion was seconded by Joe Pendleton. The Motion passed unanimously.
18. Discuss and consider Sales Agreement for 501(c)3's (WVFD) assets to ESD #4, filing notice of Termination with the Secretary of State and notifying the IRS, engage local legal counsel if needed; President Spangenberg stated the Sales Agreement was executed on September 30 and filed for Termination with the Secretary of State on September 30. IRS will be notified with form 990. No action required.
19. Discuss and consider securing any Banking or unsecured financial assets obtained from Sales Agreement with 501(c)3's (WVFD's) assets and any associated documentation (filings); President Spangenberg said the Board can now approach Edward Jones investment firm to release the Mutual Funds held by the 501(c)3. A new secure investment will be identified, and the recommendation will be brought back to the Board, prior to acting. A Motion was made by Mr. Ken Downing to authorize the Board's Treasurer and Assistant Treasurer to identify CD's or an investment that fulfills ESD 4's directives for a secure investment structure/account. The Motion was seconded by Mr. Eddie Gumbert. The Motion passed unanimously.
20. Discuss and consider purchase of additional rescue and suppression Equipment; President Spangenberg said the ISO representative previously recommended having a hydraulic tool on three of the fire trucks/apparatus. The new battery-operated spreader/cutter models have more power than the older models. No action at this time.
21. Discuss and consider adopting a Resolution Regarding Disposal of Salvage Property; President Spangenberg said the ladder from E-48 is a 35-foot aluminum ladder that is damaged and useless. A Motion to approve the Resolution of Hays County ESD No.4 Authorizing Sale or Disposal of Salvage Property described on Exhibit A (a 35-foot aluminum ladder), was made by Mr. Chuck Ware and seconded by Mr. Ken Downing. The Motion passed unanimously.
22. Discuss and consider approval of reimbursement requests; Chief Czichos presented a reimbursement for annual TCFP training certification for Bill Purdue in the amount of \$76.94. Mr. Purdue is a part-time firefighter. A Motion was made by Mr. Chuck Ware and seconded by Mr. Eddie Gumbert. The Motion passed unanimously.
23. Report on notification of subdivision of property; No report. No action necessary.
24. Discuss and consider approval of minutes from September 24, 2019; Mr. Joe Pendleton made a motion to accept the minutes of September 24, 2019 into the record. Motion was seconded by Mr. Chuck Ware. Unanimous approval.
25. Discuss future agenda items, time and date for next meeting; Next meeting is November 26, 2019 at 8:30 a.m. Future agenda items include disposal of another ladder and discuss CD or investment of funds from Edward Jones.

26. Adjourn; a Motion to adjourn the Board meeting was made by Mr. Eddie Gumbert and seconded by Mr. Chuck Ware. The Motion was unanimously approved. President Spangenberg adjourned the meeting at 9:37 a.m.

Respectfully,



Ken Downing, Secretary