

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

1. President Ron Spangenberg called the meeting to order at 6:30 pm.
2. Commissioners present were Ron Spangenberg, Chuck Ware, Joe Pendleton and Ken Downing. District Manager Carroll Czichos was present. Angel Robinson and Autumn Smith were present to assist. John White present as ESD Bookkeeper. Assistant Chief Matt Van Ostrand present to provide information.
3. Public Comment: No Public sign in.
4. Receive monthly report from Treasurer and consider; a) approval of payment of monthly bills and invoices: Six EFT payments: four to Pedernales Electric Coop, one to Spectrum Business and one to WEX Bank. Checks: 4553-4579 was written and 4563 was voided. 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 \$15,204.59 and \$158,543.65 for the year. The budget balance for this FY is \$759,751.35. Income Statement Revenue for the current month is \$84,266.70 and \$909,704.46 for the year. Assets: Total assets are \$1,328,493.21 including the three CD's valued at \$92,152.30. Cash assets total \$1,236,340.91. Total liabilities are \$51,406.17. A motion to approve the Treasurer's report of payments for the month made via check and EFT, Financial Reports, Assets and Income Statements, was made by Mr. Joe Pendleton and seconded by Mr. Ken Downing. Motion passed unanimously.
5. Receive financial report from Wimberley Fire Department; President Spangenberg; shared WFD available funds in preparation for the transition. \$37,000 remains of \$263,000. There will be some additional expenses for legal review of transition documents for the WFR Executive Committee. Ms. Smith shared the new Chart of Accounts for Quick Books for the merge of ESD and WFR accounts. No action required.
6. Receive monthly report from Fire Chief regarding emergency operations, response time, call volume, training, management activities and volunteer membership; Chief Czichos reported there were 29 calls including two building fires with one commercial metal building of 7,200sq. ft., and 8 rescue calls. There were 77 calls for the last quarter compared to 95 at this time last year. Response time is 12 min, 30 sec. The first Target Solutions on-line training occurred. Chief invited the Board to attend propane fire response training this week. No action required.
7. Receive Fire Chief's report on apparatus, equipment, repairs, and item purchases. Brush 43 is in Waco for poly tank repair. Brush 41 (foam tank repair) will be taken to Waco when B 43 is picked up. B 41 and B 43 are under warranty for these repairs. Brush 44 needs one to four batteries in the near future. Cost on-line is \$500 each. Chief is looking for a 24 V charger and less expensive batteries. As of Monday all vehicles, boats and trailers are titled to ESD #4. No action required.
8. Receive report long term planning committee; no new information. Item tabled.

9. Receive monthly report from District attorney regarding pending litigation matters, contract issues, and legislative efforts and consider taking related action; nothing to report at this time. Item tabled.
10. Receive report on purchase of land on Winters Mill and RR 12; Chief Czichos reported he is still in discussions with a property owner for a site on Winters Mill $\frac{3}{4}$ of a mile from RR 12. Well and septic are needed. Cost would be less than WISD's price for their property. No action required.
11. Discuss and consider engaging Kenny Polk Bookkeeping Services in regards to combining ESD and WFR operating programs, payroll, benefits and other transitional requirements; Mr. Spangenberg reported work continues on the transition from WFR to ESD #4. Meetings are occurring to ensure the process will result in a correct set of books. No action required.
12. Discuss and consider the progress on the development of an ESD website; President Spangenberg stated his displeasure with the website's progress and product to date. Chief Czichos has and will continue to address this. No action required.
13. 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 there is no new information from EMS or Dr. Moore. No action required.
14. Discuss and take action on the annual Texas Comptroller Annual Debt and Financial Information reporting requirement; President Spangenberg reported the Texas State Comptroller's annual debt report has been filed with the Comptroller, and is on record at the Central Station, along with the other required financial report. No action required.
15. Discuss and consider the disbursement of funds from line 755, within current budget; President Spangenberg reported the \$623k WFR budget will be disbursed out through the District's working budget, in the coming days. When disbursal is complete, President Spangenberg will e-mail to the Commissioners. No action required.
16. Discuss and consider current Edward Jones retirement plan which was offered to WVFD employees and District continuing or seeking other options with its participating district employees; President Spangenberg reported he, Gene Robinson, Treasurer for WVFD executive committee, and Angel Robinson met with Michael Murphy. The approved WVFD budget includes funding for a 3% contribution for two full-time positions' simple IRAs. Mr. Murphy clarified the WVFD account for these retirement funds can be rolled over into a new account with ESD #4. Ms. Robinson shared that two other Texas Retirement funding companies were considered but neither one was feasible. A Motion to pursue a retirement plan with ESD #4 consistent with the current WVFD plan for the two participating personnel with Edward Jones was made by Mr. Chuck Ware and seconded by Mr. Joe Pendleton. Passed with unanimous approval. President Spangenberg reported that with Mr. Robinson present at the meeting, they could view the Kay Mayfield Mutual Funds. Original investment was \$142,000 and currently is at \$168,000. When funds become ESD #4 Mutual Funds the return will be less due to transferring stock market funds to CD funds or some type of secured funds. The ESD #4 financial officers will look at CD options for those funds. No action required for the Mutual Funds.

President Spangenberg asked that the minutes reflect the arrival of Mr. Eddie Gumbert at 7:25p.m.

17. Discuss and consider outsourcing Payroll; Kenny Polk Bookkeeping will review payroll prior to payment as an added level of control. A Motion to approve having Kenny Polk Bookkeeping review payroll prior to payment was made by Mr. Chuck Ware and seconded by Mr. Eddie Gumbert. Unanimous approval.
18. Discuss and consider "On Call Policy"; President Spangenberg presented a pay per call policy, the "On Call Policy". This policy would be included in the SOGs. A Motion to adopt the "On Call Policy" was made by Mr. Joe Pendleton and seconded by Mr. Chuck Ware. Unanimous approval.
19. Discuss and consider expenditure guidelines for District Chief within budget; President Spangenberg stated the policy we're following is consistent with Generally Accepted Accounting Principles (GAAP). He asked Chief to run large purchases by the District Office. No action required.
20. Discuss and consider Central Telephone System; Chief Czichos stated the company that made the current phones is no longer in the phone business. He found the QB1 system as an option for a new system. It offers 8 phones, 4 line capability for \$1,250 total cost. Two year warranty and service costs \$299/year. Warranty and service is free the following years. Additionally, he is talking to IT services to assist with our computers, network, etc. President Spangenberg stated the current budget has \$3,707 available for a new system. Additional product review was requested. No action on this item. Tabled until next meeting.
21. Discuss and consider progress on HCESD#4 Sales and Usage Tax timeline; Mr. Spangenberg, stated the Comptroller's office sent out a bulk mailing with incorrect addresses (San Marcos) listed on ESD #4's location list. He's asked Chief Huckaby to look into this. No action required.
22. Discuss and consider the water storage at Pump Station; Chief Czichos stated prices to repair the tank have come in at \$43,700 and \$37,000. Due to these prices, Chief Czichos looked at new 30,000 gal tanks at costs of \$15,500 or \$19,000. A new or repaired base is needed. Mr. Ware asked that Commissioner Shell be notified of the status and that ESD #4 still intends to provide water. Chief will contact. Item tabled. No action taken.
23. Discuss and consider approval three reimbursements 1)Command vehicle build out, to Gene Robinson; 2)Janitorial supplies to Angel Robinson; and 3) Sage Software update to John White; a Motion to approve reimbursement was made by Mr. Chuck Ware. Seconded by Mr. Eddie Gumbert. Motion passed unanimously.
24. Discuss and consider notification of subdivision of property; item tabled.
25. Discuss and consider ESD #4 Board members enter an Executive Session at this time, to discuss possible delay of completion of the dissolution of WVFD 501c3 status; the Board will return to Open Session at the conclusion of the item discussion; President Spangenberg stated the Board would not be going into an Executive Session. The WVFD Executive Committee members have asked for legal review of the Agreements, requirements and sign-off to ensure documents they execute are accurate. This review would also ensure ESD #4 transition process is correct and complete. No action at this time.

26. Discuss and consider approval of minutes from February 26, 2019; No comments or changes. Mr. Chuck Ware made a motion to accept the minutes of February 26, 2019 into the record. Motion was seconded by Joe Pendleton. Unanimous approval.
27. Discuss future agenda items, time and date for next meeting; Discussion on scheduling further evening meetings or return to morning meeting schedules. Since public attendance was less than morning meetings; all agreed to move the meetings back to mornings. Next meeting is April 30, 2019 at 8:30 a.m.

President Spangenberg adjourned the meeting at 20:30.


Ken Downing, Secretary