

MEETING MINUTES  
HAYS COUNTY ESD #4—WIMBERLEY FIRE RESCUE  
APRIL 30, 2019

1. President Ron Spangenberg called the meeting to order at 8:32 a.m.
2. Commissioners present were Ron Spangenberg, Chuck Ware, Joe Pendleton, Eddie Gumbert and not present Ken Downing. District Chief Carroll Czichos was present. John White present as ESD bookkeeper. Autumn Smith, WFR bookkeeper and Angel Robinson, executive assistant were present.
3. Public Comment: No Public signed in.
4. Receive monthly report from Treasurer and consider; a) approval of payment of monthly bills and invoices: Four EFT payments: one EFT to Pedernales Electric Coop, one to Spectrum Business and one to WEX Bank. The fourth EFT for \$11,999.76 was WFR's April 15th payroll – the first payroll transaction by ESD #4 as the 501(c)3 winds up. Checks: 4580-4603 were written. 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 \$28,102.55 and \$186,159.34 for year to date. The budget balance for this FY is \$732,135.66. Income Statement Revenue for the current month is \$22,638.75 and \$932,701.53 for the year. Assets: Current assets are \$1,323,793.61 including the three CD's valued at \$92,309.88. Cash assets available are \$1,231,483.73. Total liabilities are \$51,319.19.

The Board moved to Item 13 to introduce the Investment policy discussion. Following approval of a Motion to adopt the Investment Policy, the Board received a quarterly status report from Mr. Chuck Ware. CD's at Ozona Bank:

Acct. No.	Date Acquired	Maturity Date	Value at Beginning of Qtr	Value at End of Qtr	Interest Earned
306297	09/06/2017	09/06/2019	\$10,063.60	\$10,088.44	\$24.84
305485	07/25/2011	07/25/2019	\$30,858.50	\$30,934.65	\$76.15
305484	07/25/2011	07/25/2019	\$51,169.07	\$51,295.35	\$126.28

The funds held in the CD's listed above constitute ESD #4's current investment portfolio in total and are the product of collected taxes.

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 the Quarterly Investment Report was made by Mr. Joe Pendleton and seconded by Mr. Eddie Gumbert. Motion passed unanimously.

5. Receive financial report from Wimberley Fire Department; Autumn Smith, WFR bookkeeper reported that at the end of March, there is approximately \$15,000 in the Ozona checking account and \$27,000 in the Money Market. President Spangenberg; stated there will be some additional expenses for legal review of transition documents for the WFR Executive Committee. 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 27 calls with one structural fire calling on mutual aid by San Marcos on RR12 and Country Estates. There were 13 vehicle accidents with one extrication; and one structure (elevated platform) collapse. Response time is 11 min, 42 sec. Target Solutions on-line training continues. One new volunteer joined the department. No action required.

7. Receive Fire Chief's report on apparatus, equipment, repairs, and item purchases. Still waiting on 1 1/2" hose delivery. WFR has 2" to 2 1/2" connection adapters for water collection systems and is selling them at cost (\$30). Chief is using Optima battery, on B-44, which is more economical than mil spec grade batteries used by the military. No action required.
8. Receive report on Fire Prevention activities, smoke alarms, public education, public relations; Chief reported WFR continues to install smoke alarms and new batteries when requested, primarily in homes of individuals not able to reach the alarms themselves. President Spangenberg shared "Attachment A" that details various community outreach, fire prevention, fire safety, etc. It was recommended to offer WFR firefighters cancer education and awareness. No action required.
9. Receive monthly report from District attorney regarding pending litigation matters, contract issues, and legislative efforts and consider taking related action; the Investment Policy was discussed in Items 4 and 13. No further action required.
10. Receive report on possible acquisition of property at Winters Mill Parkway. President Spangenberg reported that despite efforts to obtain the land on Winters Mill and RR 12, which was the plan with ESD #4's participation in the 2018 \$45.5M Bond initiative, WISD moved forward with their plans, primarily to the exclusion WFR's input, and unilaterally reduced WFR's Winters Mill Parkway frontage, decreasing access possibilities for WFR. ESD #4 will not be a party to that development with WISD. Chief Czichos reported he is still in discussions with property owners for a site on Winters Mill. Well and septic are needed. Cost is estimated to be less than WISD's asking price for their property at WM and RR12. 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; President Spangenberg reported work continues on the transition from WFR to ESD #4 specifically with the accounting software, hardware (Item 19), payroll. Dock Vickers, a local IT consultant, is assisting in providing a server and structuring the file back-up system. Upon completion, HTS contract can be severed. No action required.
12. Discuss and consider Full Financial review process; President Spangenberg presented a proposed change to future monthly financial reporting, whereby, the monthly activities presented to the Board for review will consist of the previous month's total activities including end- of-month status from financial institutions. To identify a workable process, a motion was made to form a Financial Review committee to develop a financial reporting process; to include Mr. Chuck Ware, Mr. Joe Pendleton and with the assistance of the WFR bookkeeper, Ms. Autumn Smith by Mr. Chuck Ware. The motion was seconded by Mr. Joe Pendleton. Motion passed unanimously.
13. Discuss and consider adopting resolution regarding annual review of Investment Policy or updated Investment Policy; President Spangenberg shared the Investment Policy from ESD's legal advisors who have stated that ESD #4 should have a Policy in place as a governmental entity receiving taxpayer funds. Additionally, a Quarterly report is required to be presented to the Board. Mr. Chuck Ware made a motion to adopt said Investment Policy as written. Mr. Gumbert seconded the motion. Motion passed unanimously.
14. Discuss and consider the progress on the development of an ESD website; a mock-up of the new website was shared. Items for inclusion on the website were discussed as well as items that require public noticing including a timetable for electronic ESD ads, agendas, minutes, public notifications on tax rates, etc. Other recommendations included historical and repository information from WFR's archives. No action required.

15. Discuss and consider BLS, First Responder Organization in cooperation with Wimberley EMS and Dr. Moore, additional equipment and insurance may be required. Nothing new to report. No action required.
16. Discuss and consider management of Funds donated to WVFD, to be spent to support WFR volunteer activities and to fulfill the desires of Donors; President Spangenberg stated that as the 501(c)3 winds up, the Board will address the 1)Edward Jones, Mayfield donation move to more secure investment, 2)donation funds earmarked for the volunteer fire activities and 3)a process to review and approve spending of those donated funds. After discussion, the Board recommended a legal opinion on donation fund management. No action required.


*President Spangenberg recessed the meeting at 10:04 and reconvened at 10:14. All previously attending Board members were present.*

17. Discuss and consider online training for District Board members; President Spangenberg stated Board members will receive on-training. The Board agreed to training sessions at the ESD #4 offices and future Safe-D conferences and training. No action necessary.
18. Discuss and consider Adopting modified version of Kyle FD, SOG's; President Spangenberg presented the Kyle SOGs to the Board as guidelines that have been researched and approved. Additionally, new TCFP requirements have been received and are to be included in SOGs. Chief Czichos is confirming those requirements are met in WFR SOGs. Mr. Chuck Ware made a motion to adopt a modified version of Kyle's SOGs and seconded by Mr. Eddie Gumbert. Motion passed with a unanimous vote.
19. Discuss and consider computers for bookkeeping and oversight, executive assistant, district office; President Spangenberg shared the computer and server upgrade status. Estimate for the completion of the upgrade is \$2,000. A motion to approve an additional \$2,000 toward computer and server upgrades was made by Mr. Eddie Gumbert and seconded by Mr. Joe Pendleton. Motion passed unanimously.
20. Discuss and consider current Edward Jones retirement plan which was offered to WVFD employees and District continuing or seeking other options; the Board discussed maintaining continuity with the WVFD plan as the 501(c)3 winds up. A motion was made for ESD #4 to continue the Edward Jones retirement plan that WVFD has established, for the current employees, under the same guidelines as WVFD by Mr. Chuck Ware and seconded by Mr. Joe Pendleton. Motion passed unanimously.
21. Discuss and consider "Reimbursement Policy and Form" "Physical Fitness Policy and Review Form" and "Command Vehicle Policy"; President Spangenberg presented the Item policies and the requirements, followed by Board discussion. A Motion to adopt the "Reimbursement Policy and Form" "Physical Fitness Policy and Review Form" and "Command Vehicle Policy" was made by Mr. Eddie Gumbert and seconded by Mr. Joe Pendleton. Unanimous approval.
22. Discuss and consider IT support provider; President Spangenberg asked the Board to consider approving continued engagement with Mr. Dock Vickers for computer and server support. A motion, to begin formal engagement with Mr. Dock Vickers as HTS is phased out as a service provider, was made by Mr. Chuck Ware and seconded by Mr. Eddie Gumbert. Unanimous approval.
23. Discuss and consider Central Telephone System; Item tabled, no discussion.
24. Discuss and consider progress on HCESD#4 Sales and Usage Tax timeline; Mr. Spangenberg, stated the State Comptroller's first check is due in June. Additional personnel will be the focus for future use of incoming funds. No action required.
25. Discuss and consider the water storage at Pump Station; President Spangenberg stated there is floor, metal and concrete failure. Chief Czichos has briefed Commissioner Shell on the status. Prices for

additional restoration of the tank appear cost prohibitive. Commissioner Pendleton will check with one more company that utilizes concrete injection as a possible solution. Mr. Ware inquired about the possibility of a new floor. A new 30,000 gallon tank was discussed. Item tabled until these options are explored. No action taken.

26. Discuss and consider approval three reimbursements 1)Fire Inspector Certification, Klaus Becker; a motion to approve reimbursement was made by Mr. Eddie Gumbert and seconded by Mr. Chuck Ware. 2)Computer hardware purchase Autumn Smith, a motion to approve reimbursement was made by Mr. Joe Pendleton and seconded by Mr. Eddie Gumbert, and 3)Certified Mail, Angel Robinson, a motion to approve reimbursement was made by Mr. Joe Pendleton and seconded by Mr. Chuck Ware. All three motions passed unanimously. President Spangenberg stated that with the approved "Reimbursement Policy and Form" in Item 21, there is oversight and accountability in place to ensure funds are spent appropriately. These types of expenses will no longer be required to come before the Board.
27. Discuss and consider notification of subdivision of property; President Spangenberg presented 400 Vesper Lane, an 8-acre parcel, being subdivided into two lots. A motion to honor the notification of subdivision of property was made by Mr. Chuck Ware and seconded by Mr. Eddie Gilbert. Unanimously approved.
28. Discuss and consider approval of minutes from March 26, 2019; Mr. Eddie Gilbert offered a correction to Item 27. The minutes state the date for the next meeting is April 23, 2019. The correct date of the meeting is April 30, 2019. Mr. Chuck Ware made a motion to accept the minutes of March 26, 2019 into the record with the change to Item 27. Motion was seconded by Mr. Eddie Gilbert. Unanimous approval.
29. Discuss future agenda items, time and date for next meeting; Next meeting is May 28, 2019 at 8:30 a.m.

President Spangenberg adjourned the meeting at 11:02.

  
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Ken Downing, Secretary