

Hays County ESD #4—Wimberley Fire Rescue

Meeting Minutes

For the Board of Commissioners Meeting Held on October 27, 2020

Original

1. President Ron Spangenberg called the meeting to order at 8:32 a.m.
2. Commissioners present were Ron Spangenberg, Joe Pendleton, Chuck Ware, and John White. Fire Chief Czichos and Angel Robinson were present. A quorum was present.
3. Public Comment: No Public sign in.
4. Receive September 1 – 30, 2020 monthly report from Treasurer and consider; a) approval of payment of monthly bills, invoices and payroll: 11 EFT payments: five EFT's to Pedernales Electric, one each to Cardmember Services, Humana, and Time Warner. Two payroll transactions and one payment to U.S. Treasury. Checks: 5062- 5106 were written (with 5082-5091 voided for year-end date correction). And, b) approval of Statement of Financial Position, Income Statement of Budget Performance and reconciliation summaries of ESD 4's Ozona bank accounts. Treasurer's Summary Report:

Income for September 2020:	\$ 46,052.51
Year-to-Date Income:	\$ 1,808,219.82
Expenses for September 2020:	\$ 74,170.89
Year-to-Date Expenses:	\$ 827,783.17
Budget Balance:	\$ 980,436.65
Current Assets (Incl. CD's):	\$ 2,306,515.92
Value of Three CD's:	\$ 93,605.00
Cash Assets:	\$ 2,212,910.92
Liabilities:	\$ 83,396.70
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Net Sales and Use Tax Received:	\$ 37,913.23
Ad Valorem Collected:	\$ 6,340.72

The Treasurer reported the monthly Ozona Bank accounts balanced and were reconciled. A motion to approve the Treasurer's report, as presented, for payments for the month made via check and EFT, Financial Reports, Assets, Income Statements, Sales and Use Tax and Ad Valorem revenue, and account reconciliation was made by Mr. John White and seconded by Mr. Joe Pendleton. The Motion was unanimously approved.

5. Receive monthly report from Fire Chief regarding emergency operations, response times, call volume, training, management activities and volunteer membership; Chief Czichos reported there were 35 calls (42% between 5pm and 8am), and three building fires, one a home that was a total loss. One firefighter sustained steam burns that required treatment. Chief Czichos filed a TCFP accident report on this injury. Another two small fires were possibly caused by a homeless person in two separate areas. Average response time was about 10 minutes. The Burn Ban was reinstated by the County Commissioners. Chief Czichos reported that all WFR firefighters have received their TCFP certification. He reported ESD 4/Wimberley Fire Rescue is now a licensed First Responder Organization. He is obtaining bids for the medical supplies and bags to place in the appropriate apparatus (CAFS-40, R-47, Squad) and Central Station. He added that after the initial purchase of supplies, Wimberley EMS has agreed to replace any future supplies used by WFR. President Spangenberg stated \$7,500 is budgeted for FRO outfitting. No action required.

6. Receive Fire Chief's report on apparatus, equipment, repairs, and item purchases; Chief Czichos reported the ice machine had a new pump motor installed. B-44 may need 4 new batteries. 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; President Spangenberg stated there was no activity to report from the ESD's attorney. The Board did not enter executive session on this item. No action required.
8. Report on revision of Employee Handbook and SOP's; President Spangenberg reported the Employee Handbook and SOP's are in their final revision stages. When complete he will bring them before the Board for consideration. The SOP's are expected to be revised as needed with changes coming before the Board. No action at this time.
9. Discuss and consider Covid-19, and its implications regarding staffing, overtime, time off, sick pay; Chief Czichos stated there was no Covid-19 impact since the last report. No action required.
10. Discuss and consider purchase of additional rescue and suppression equipment; Chief Czichos reported four more sets of PPE gear is being ordered. Additional hose is needed after failure during testing. Some of the oldest hose is 12-year-old LDH rubber hose. No action at this time.
11. Discuss and consider the pursuit of land/property for future Fire Station(s); Chief Czichos reported he and President Spangenberg walked the 1.34-acre property on Winter's Mill and found it could be usable to build a small station on-site. Board members discussed potential issues regarding septic and well, access, and other requirements. They discussed approaching the landowner to possibly purchase. The Board also discussed approaching property owners adjacent to the 1.34-acre parcel to possibly purchase a small section. Mr. Chuck Ware made a Motion to authorize a \$30,000.00 written offer to purchase the 1.34-acre Winters Mill parcel contingent on positive results of a feasibility study to build a fire station on the site with required infrastructure, and County, State, TCEQ and other approvals. The Motion was seconded by Mr. John White. The Motion was discussed and approved unanimously.
12. Discuss and consider Long Range Planning; Mr. Chuck Ware inquired about the Pump Station protective box for the well. Chief will proceed schedule box construction, winterize the well and contact Mr. Perry regarding completing the Pump Station work. President Spangenberg said a future item may be having trucks refurbished instead of purchasing new trucks. No action at this time.
13. Discuss and consider remodel of Central Station living quarters expansion, engage architect; Chief Czichos presented a proposal from Neel Morton Architecture, Inc. The Board discussed planning issues to design the new space to best meet the needs of WFR. A Motion to accept the architectural concept drawing was made by Mr. Chuck Ware and seconded by Mr. John White. Motion was approved unanimously.
14. Discuss and consider Engaging Engineering Company to provide engineering services; The Board discussed entering into an agreement with Neel Morton Architecture, Inc. Chief contacted a second architect who was unable to bid due to his workload. Engaging an Engineering company will follow the process of reaching agreement with an Architect. A Motion to enter into an Agreement with Neel Morton Architecture, Inc. was made by Mr. Joe Pendleton and seconded by Mr. Chuck Ware. The Motion passed unanimously.
15. Discuss and consider notification of subdivision of property; President Spangenberg presented four notifications to subdivide property 1) Thomas Oaks Dr., 2)200 & 300 Buckskin Pass, 3)106 Oak Terrace Dr., and 4) 1130 Oakwood Loop. No action necessary.

16. Discuss and consider approval of reimbursement requests; President Spangenberg presented a reimbursement request for \$25.00 for purchase of a utility sink for the bay. A motion to approve a \$25.00 reimbursement to President Spangenberg was made by Mr. Joe Pendleton and seconded by Mr. Chuck Ware. The Motion was unanimously approved by the Board.
17. Discuss and consider approval of minutes from September 2020; Following a brief discussion, Mr. Chuck Ware made a motion to approve the minutes as presented from the September 29, 2020 meeting. Motion was seconded by Mr. Joe Pendleton. The Motion was approved unanimously.
18. Discuss and consider entering Executive Session pursuant to Chapter 551.074, Personnel matters; President Spangenberg stated John White would recuse himself from entering Executive Session. Mr. John White recused himself and the Board entered Executive Session at 10:08 a.m. Executive Session ended at 11:01 a.m. and the Board meeting reconvened with President Spangenberg, Mr. Chuck Ware, Mr. Joe Pendleton present. There was no action to report.
19. Discuss future agenda items, time, and date for next meeting; President Spangenberg said the next regular meeting is scheduled for November 24, 2020 at 8:30 a.m. No action taken.
20. Adjourn; President Spangenberg adjourned the meeting 11:02 a.m.

Respectfully,



John White, Secretary