

Hays County ESD #4 Board of Commissioners
Meeting Held on June 25, 2024
Meeting Minutes

1. Call meeting to order and verify quorum;

Mr. Joe Pendleton called the meeting to order at 4:40pm. Commissioners present: Mr. Joe Pendleton, Mr. Travis Brown, Mr. Justin Transeau, and Mr. Joe Malone. A quorum was present. Also present: Carroll Czichos, Fire Chief; Christopher Robbins, Assistant Fire Chief; and Sydney Johnson, Executive Assistant. Mr. Manuel Grafia was not present at roll call; he arrived at 4:45pm.

2. Public comment;

No public sign-in. No public comment.

3. Approval of minutes from the regular meeting held on May 28, 2024;

A motion to approve the minutes from May 28, 2024 was made by Mr. Brown and seconded by Mr. Transeau. All in favor. The motion passed unanimously.

4. Receive monthly report from Treasurer and consider:

a) Approval for payment of monthly invoices including payroll; and

b) Approval of monthly financial reports prepared by bookkeeper;

Mr. Manuel Grafia arrived at 4:45pm.

A Motion to approve May 2024 Treasurer's report as presented was made by Mr. Brown and seconded by Mr. Malone. All in favor. The motion passed unanimously.

5. Receive monthly report from Asst. Chief Robbins regarding emergency operations, response times, call volume, training, personnel, management activities, and community outreach;

Asst. Chief Robbins reported 152 calls from May 28, 2024 to June 25, 2024. 1171 calls YTD. Average response time of 6.24 minutes.

6. Receive report from Chief Czichos regarding stations, apparatus, and equipment;

Chief Czichos reported Myers Concrete Construction has completed work on the concrete approach at Central Station & Sheffield Recycling has completed removal of salvage metal and cleanup at Pump Station.

7. Discuss and consider action on monthly report from District's Attorney regarding pending litigation matters, contract issues, tax and budgeting issues, and legislative efforts;

No report from District's Attorney. No action taken.

8. Discuss and consider tying in the concrete approach to Green Acres Dr. with asphalt and take any related action;

An asphalt strip (4" x 120') is needed to connect Green Acres Dr. to the new concrete. A motion to authorize Chief Czichos to receive estimates and select a vendor to perform work for an amount not exceeding \$3,000 was made by Mr. Brown and seconded by Mr. Grafia. All in favor. The motion passed unanimously.

9. Discuss and consider holding an election of officers and take any related action;

Item tabled. No action taken at this time.

10. Discuss and consider preliminary budget for FY 2024-2025 and take any related action;

Asst. Chief Robbins presented the preliminary budget and updated pay scale to the Board. Some discussion occurred. No action taken at this time.

11. Discuss and consider adoption of the Tax and Budget Planning Calendar for 2024 and authorization of payments for the tax process publications; take any related action;

A motion to adopt the Tax and Budget Planning Calendar for 2024 (Purple Route) and authorize payments for the tax process publications was made by Mr. Brown and seconded by Mr. Transeau. All in favor. The motion passed unanimously.

12. Discuss and consider amending the District’s Public Information Act Policy and take any related action;

The PIA Policy will need to be amended to update the email address used for submitting PIA requests. Asst. Chief Robbins will reach out to the attorney for their approval of the amended policy before it is presented to the Board at the next meeting.

13. Discuss and consider approval of Interlocal Agreement with Wimberley ISD and authorize the Board President to Execute the Agreement; take any related action;

Asst. Chief Robbins reported the WISD Board of Trustees voted unanimously in favor of the agreement at their meeting on June 17th. A motion to approve the ILA in its current format and authorize the Board President to Execute the Agreement was made by Mr. Transeau and seconded by Mr. Brown. All in favor. The motion passed unanimously.

14. Discuss and consider approval of Promissory Note and Security Agreement No. 10709 with Government Capital for the purpose of procuring “SCBA Air Packs” and authorize the Board President to Execute the Resolution and Agreement; take any related action;

A motion to approve Promissory Note and Security Agreement No. 10709 with Government Capital for the purpose of securing “SCBA Air Packs” and authorize the Board President to Execute the Resolution and Agreement was made by Mr. Brown and seconded by Mr. Transeau. All in favor. The motion passed unanimously.

15. Discuss and consider approving the Resolution Authorizing the First Amendment to Promissory Note and Security Agreement No. 9601 and authorize the Board President to Execute the Resolution; take any related action;

A motion to approve the Resolution Authorizing the First Amendment to Promissory Note and Security Agreement No. 9601 and authorize the Board President to Execute the Resolution was made by Mr. Brown and seconded by Mr. Malone. All in favor. The motion passed unanimously.

16. Discuss and consider approving the Resolution Authorizing Participation in the TexPool Investment Pools and Designating Authorized Representatives, authorize the Board President to Execute the Resolution and Participation Agreement, and take any related action;

A motion to approve the Resolution Authorizing Participation in the TexPool Investment Pools and Designating Authorized Representatives and authorize the Board President to Execute the Resolution and Participation Agreement was made by Mr. Brown and seconded by Mr. Malone. All in favor. The motion passed unanimously.

17. Discuss and consider Chief Czichos’ plan of succession and take any related action;

Chief Czichos announced his intent to retire in December 2025. No action to be taken.

18. Discuss and consider engaging S. Patricia White, CPA, P.C. to perform accounting services and take any related action;

After some discussion the Board concluded that Executive staff have the authority to make this decision and no action was needed.

- 19. Discuss and consider changes to Administrative procedures and take any related action;**
Discussion occurred. No action to be taken.
- 20. Discuss time, place, date, and agenda items for next meeting;**
The next regular Board Meeting is scheduled for July 30, 2024, at 4:30pm. All meetings are held at 111 Green Acres Drive in Wimberley, Texas.
- 21. Adjourn;** Adjourned at 6:27pm.

Submitted by,



Justin Transeau, Secretary-Treasurer
Hays County ESD #4 Board of Commissioners