

Hays County ESD4 Board of Commissioners
Meeting Held on June 27, 2023
Meeting Minutes

Original

1. President Ron Spangenberg called the meeting to order at 8:30am
2. Commissioners present: President Ron Spangenberg, Mr. Joe Pendleton, Mr. Chuck Ware, and Mr. Larry Coker. Commissioner Travis Brown was not present. Also present, Fire Chief Carroll Czichos, Assistant Fire Chief Christopher Robbins, Executive Assistant Angel Robinson, Administrative Assistants Sydney Johnson and Deena Gardow, and C-Shift Staff. A quorum was present.
3. Public comment: No Public sign-in.
4. Public comment on agenda items: No Public comments.
5. Receive final May 2023, monthly report from the Treasurer and consider;
 - a) Approval of payment of monthly invoices/expenditures presented and payroll:
 - EFT/ACH payments: 4 to Pedernales Electric Co-op
1 to TCDRS
 - Payroll transactions: 4 to Paycom
 - Checks written: 6125 -- 6156
 - Checks VOID: 6144
 - b) Approval of monthly Statement of Financial Position, Income Statement of Budget Performance, and Reconciliation Summaries of HCESD4's Ozona Bank accounts:

Treasurer's Summary Report for May 2023:

Income for May 2023	88,691.91
Year-to-Date Income	2,630,221.53
Expenses for May 2023	115,004.78
Year-to-Date Expenses	1,399,042.04
Budget Balance	1,231,179.49
Current Cash Assets	4,398,983.14
A/R 60 Day Sales & Use Process	111,056.00
Liabilities	1,097,251.97

Gross Special Purpose District S & U:	\$ 73,684.02
Net Sales and Use Tax Received:	\$ 71,810.94
Ad Valorem Collected:	\$ 12,108.12

A Motion to approve the Treasurer's report for May 2023, including the financial reports and activity statements, was made by Mr. Pendleton, and seconded by Mr. Coker. The motion was unanimously approved.

6. Receive monthly report from Fire Chief regarding emergency operations, response times, call volume, training, management activities, career, and volunteer personnel: Assistant Chief Robbins reported 90 calls in June, with 546 calls YTD, and a high of 31 calls in one day. Last year at this time there were 394 calls. Box 40 had the highest call volume, followed by 44. There was a

structure fire in Burnett Ranches. The house was fully involved upon arrival. The crews spent seven hours on scene. There was one vehicle fire on Twilight Trail. It was contained quickly, and staff salvaged some of the driver's personal belongings. During extremely hot days, training will start in the morning or evening to not overextend staff and keep them in condition to respond to calls. Upcoming training in July: Fire Instructor 1 in New Braunfels, Andru McDermid attending; Fire Instructor 2 in Kyle, Captain Ochoa attending. In August, WFR will host Fire Officer 1 training; the first step needed for Firefighters to be eligible to become Officers. WFR will work with EMS to schedule regular training on the application and use of pharmaceutical and medical treatments, while performing a complete review of the current Standard Medical Operating Procedures. No action taken at this time.

7. Receive Fire Chief's report on apparatus, equipment, repairs, and item purchases. Chief Czichos reported the new 2023 Rescue Pumper (new E-41) arrived May 31, 2023. He hopes to have it in service by July 4. No action taken.
8. Receive monthly report from District's attorney regarding legal fees, pending litigation matters, contract issues, employment matters, tax and budgeting issues, and legislative efforts and consider taking related action. President Spangenberg called to enter Executive Session for discussion of personnel matters with John Carlton of Carlton Law, pursuant of Section 551.074 of the Texas Government Code.

Entered into Executive Session at 9:26am

Reconvened at 9:58am; all Board Members present as previously recorded. No action taken.


9. Discuss and consider Central Station addition, review current warranty/defect issues, take any related action. G Creek repaired the leak in the Riser Room where water was entering at the threshold. G Creek is addressing the ceiling leak, and the floor finish coating where it is raising in areas. No Action taken.
10. Discuss and consider Health Insurance Benefits for fiscal year 2023-24, take any related action. TX Health Insurance Benefits Pool renewal is due July 1, 2023. The Board was presented with five options to choose for FY 2024 renewal. After employee input, Option 2 was selected. Captain Ochoa shared his experience with TML Health Benefits Pool. He stated he has dealt with almost every insurance company on the market and TML has by far been the most helpful. Their customer care is phenomenal. When you call to ask a question, they get back to you the same day, or at least call you back to say they are working on it and have not forgotten about you. In the few years we have been with TML, they have made his life easier. Mr. Ware made a motion to move forward and renew with Option 2. Mr. Pendleton seconded the motion. The motion passed unanimously.
11. Discuss and consider purchase of additional equipment, take any related action. Chief Czichos requested purchase of two Knox Box key holders for the Chiefs' command vehicles. The cost is \$847/each plus \$20 shipping. Additionally, he requested rescue pumper mounting brackets to secure the gear at a cost of \$828.20 for 16 brackets. Mr. Joe Pendleton made a motion to approve the purchase of the Knox Box keys and the mounting brackets. Mr. Larry Coker seconded the motion. The motion passed unanimously. At the last meeting, Asst. Chief Robbins presented an estimate to lease three QRAE III gas detection devices from FarrWest Environmental Supply, Inc..

Robbins recommends going the lease option with a 4-year renewal option. Mr. Ware made a motion to lease the devices from FarrWest. Seconded by Mr. Pendleton. The motion passed unanimously.

12. Discuss and consider providing Assistant Chief Robbins with a District credit card, take any related action. Chief Czichos requested obtaining a District credit card for Asst. Chief Robbins to allow him to make purchases more easily. Mr. Larry Coker made a motion to authorize the additional credit card. The motion was seconded by Mr. Ware. The motion passed unanimously.
13. Discuss and consider Chief Robbins Informative Land and Building Presentation, take any related action. The District is working with a local entity to potentially obtain or lease property for a new station. At the landowner's mid-July Board Meeting, Chief Robbins will present a proposal to consider building a station on property they currently own. Chief Czichos would like to start forming a Design Team for the next station. No action taken.
14. Discuss and consider concrete pad for dumpsters, take any related action. Chief Czichos obtained a quote from Danny of DK Concrete for \$7,500 and a quote from "Alex" for \$6,800. The Board requested Chief Czichos verify that both have general liability insurance and obtain their business information. Mr. Ware made a motion to enter into an agreement with one of the two vendors presented, pending verification they have insurance, and not to exceed \$7,500. Seconded by Mr. Coker. The motion passed unanimously.
15. Discuss and consider Landscaping of Living Quarters front flower bed as proposed by Eagle Scout candidate Alejandro Mostofi, take any related action. President Spangenberg and Chief Czichos met with Mr. Mostofi who submitted a proposal to advance to Eagle Rank. He offered to complete the landscaping in the front flower bed of the Addition for \$2,031. If he is able to get donations of supplies from vendors, he will pass those savings on to us. Mr. Pendleton made a motion to approve the proposal as presented. Mr. Ware seconded the motion. The motion passed unanimously.
16. Discuss and consider long range strategic plan development for apparatus, property acquisition, fire station construction, personnel and associated pro forma financial statements; take any related action. The long-range strategic plan is still being worked on. Mr. Ware suggests revisiting the SOPs, Job Descriptions, and Employee Handbook. It has been three years since they were put in place and believes they should be revisited. Staff can review their job descriptions to see if they accurately identify their positions. President Spangenberg will add this to July's agenda. No action taken at this time.
17. Discuss and consider adoption of the tax and budget planning calendar for 2023, authorize payment of tax process publications, and take any related action. The District's attorney, Carlton Law Firm, sent over a 2023 Tax Planning Calendar. The first Special Called meeting is scheduled for Monday, July 17, 2023 at 5:00 pm. Mr. Ware made a motion to adopt the Tax Planning Calendar as presented by Carlton Law, with the ability to schedule meetings according to the availability of Board Members. Mr. Coker seconded the motion. The motion passed unanimously.
18. Discuss and consider 2023-24 Preliminary Budget, take any related action. Some discussion, no action taken at this time.

19. Discuss and consider notification of the subdivision of property; take any related action. Received notice of the proposed replat of Lot 13, Block 1, Burnett Ranch Sec. 4 located at 2001 Days End Rd. Wimberley, TX. It was a 10.25-acre lot, to be split into a 4.25- & two 3-acre lots. Mr. Pendleton made a motion to recognize the notice. Mr. Ware seconded the motion. The motion passed unanimously.
20. Discuss and consider approval of reimbursement requests; take any related action. No reimbursements presented.
21. Discuss and consider approval of minutes from May 1st, 15th, & 30th Meetings. All minutes were prepared and presented. Mr. Ware made a motion to approve the minutes as presented. Mr. Coker seconded the motion. The motion passed unanimously.
22. Discuss and consider future agenda items, time, date, and place for the next meeting. The next Regular Scheduled Meeting is July 25, 2023, at 8:30am. There will be a Special Called Meeting on July 17, 2023 at 5:00pm to discuss Budget and Tax Planning. Both will be held at 111 Green Acres Drive in Wimberley, TX.
23. Adjourn. The meeting was adjourned at 10:55am

Respectfully,



Chuck Ware, Treasurer & Secretary HCESD4