

HAYS COUNTY ESD #4 BOARD OF COMMISSIONERS DECEMBER 30, 2025 MEETING MINUTES

1. Call meeting to order and verify quorum;

- Mr. Joe Pendleton called the meeting to order at 5:30pm.
- Commissioners present: Mr. Joe Pendleton, Mr. Travis Brown, Mr. Justin Transeau and Mr. Manuel Grafia. Mr. Joseph Malone was absent. A quorum was present.
- Also present: Christopher Robbins, Interim Fire Chief; Carroll Czichos, Outgoing Fire Chief; and Ryan Rosborough of Rosborough Project Management.

2. Public comment;

- No public sign-in. No public comment.

3. Approval of minutes from the meeting held on November 25, 2025;

- The minutes from the November 25th meeting were not available. No action taken.

4. Receive monthly Treasurer's Summary & District Investment Reports; consider approving issued payments and financial reports prepared by the District's bookkeeper;

- A motion to approve issued payments and financial reports for November 2025 was made by Mr. Brown and seconded by Mr. Grafia.
- Motion passed (4-0).

5. Receive monthly report from Interim Fire Chief Robbins regarding emergency and administrative operations;

- Chief Robbins reported 178 calls in November, 2,419 calls for the year.

6. 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.

7. Discuss and consider action regarding ongoing Station 42 Development;

- Discussion occurred with no action taken.

8. Discuss and consider action regarding payroll transition and related considerations;

- Payroll withholding errors were identified in Paycom requiring W-2Cs and corrected 941s.
- A motion to authorize payment not to exceed \$25,000 to rectify the issue was made by Mr. Brown and seconded by Mr. Transeau.
- Motion passed (4-0).
- A motion to adjust employee pay not to exceed \$10,000 total to offset increased withholding was made by Mr. Brown and seconded by Mr. Transeau.
- Motion passed (4-0).

9. Discuss and consider action regarding TDEM Texas Emergency Management Assistant Teams (TEMAT) Memorandum of Understanding;

- A motion to authorize the Board President to execute the TDEM MOU was made by Mr. Transeau and seconded by Mr. Brown.
- Motion passed (4-0).

10. Discuss and consider action regarding Outgoing Fire Chief Carroll Czichos' retirement and appointment of Christopher Robbins as Fire Chief;

- *The Board entered Executive Session at 6:26 pm for discussion of personnel matters related to Outgoing Fire Chief Carroll Czichos' retirement and appointment of Christopher Robbins as Fire Chief, pursuant to Section 551.074 of the Texas Government Code.*
- *The Board returned to Open Session at 6:46pm. No action was taken in Executive Session.*
- The Board read a brief statement recognizing Chief Czichos' 55 years of service.
- A motion to appoint Christopher Robbins as Fire Chief as of midnight January 1, 2026, was made by Mr. Brown and seconded by Mr. Transeau.
- Motion passed (4-0).

11. Discuss date, time, location, and agenda items for the next meeting;

- The next regular meeting will be held January 27, 2026, at 5:30pm. All meetings are held at 111 Green Acres Dr. in Wimberley, Texas.

12. Adjourn;

- Mr. Pendleton adjourned the meeting at 6:53pm.

Submitted by,



Manuel Grafia, Secretary

Hays County ESD #4 Board of Commissioners