

COMAL COUNTY
EMERGENCY SERVICES DISTRICT #5
BOARD OF COMMISSIONERS

Board Meeting Minutes, October 19, 2016

A Regular meeting of the ESD #5 Board was held at the Johnson Ranch Community Room, 30475 Johnson Way, Bulverde, Texas 78163 on Wednesday, the 19th day of October, 2016.

Discussion/Action Items

1. Call meeting to order;

Having been duly posted, the meeting was called to order at 5:00 p.m. by Mr. David Bullock (President, ESD #5) with all Commissioners present (Barr, Bullock, Hamilton, Ingerick, and Rarick).

Mr. Bullock welcomed new Commissioner Mr. Dan Hamilton, recently appointed to replace Mr. Wilcox, to the meeting.

Workshop Agenda

1. **Citizen Comment:** No citizen comments were offered.

Discussion/Action Items (cont.)

2. ACTION AGENDA ITEM: Discuss and consider Consent Agenda.

- a. Mr. Bullock asked for any corrections or additions to the September 14th, 2016 regular meeting minutes. None were noted.
- b. Mr. Rarick made a motion that the September 14th, 2016 minutes be approved as presented.
- c. Mr. Ingerick seconded the motion. The motion passed by unanimous consent.
- d. Mr. Ingerick referenced monthly bills and invoices as follows:

- i. A reimbursement requests totaling \$24,144.00 to Bulverde Spring Branch Emergency Services representing the ESD 5 portion of new air packs purchased.
 - ii. An invoice from The Carlton Law Firm in the amount of \$220.00 for consultation regarding annexation issues.
 - iii. An invoice from Farr West Environmental Supply for brush truck equipment with ESD #5 portion of the invoice totaling \$104.85.
 - iv. An invoice from Metro Fire in the amount of \$6,059.00 for various items of equipment for the new brush truck.
 - v. An invoice from Motorola Solutions in the amount of \$14,639.50 for the radio system installed in the new brush truck.
 - vi. An invoice from San Antonio Foam Fabricators in the amount of \$63.88 for brush truck equipment.
 - vii. An invoice from Siddons-Martin Emergency Group in the amount of \$165,887.00 representing the cost of the new brush truck.
 - viii. A payment of \$81,276.85 to Southside Bank representing the annual loan payment.
 - ix. An invoice from Southwest Public Safety in the amount of \$343.10 for brush truck equipment.
- e. Mr. Bullock made a motion that the invoices summarized by Mr. Ingerick be approved for payment as presented.
 - f. Mr. Rarick seconded the motion. The motion passed by unanimous consent.

3. Discuss, review and consider monthly financial reports.

- a. The End of Month (EOM) Profit and Loss Budget Performance as of September 30th, 2016 (Atch 1) reflects a net loss for the month of September, 2016 of \$96,032.14 versus a budgeted net loss of \$80,114.95. The negative variance is a result of professional fees associated with the on-going ISO study which were not originally budgeted. On a year-to-date basis, net income through September 30th, 2016 is \$513,262.51 versus a budgeted net income of \$432,593.40. This positive variance was primarily due to Ad Valorem tax revenue exceeding budget, an unbudgeted grant receipt for equipment purchases and other operating expenses being less than budgeted.

- b. The EOM Balance Sheet as of September 30, 2016 (Atch 2) reflects Total Assets of \$3,181,213.37 with Fixed Assets (with depreciation) totaling \$593,934.82. Total Liabilities are noted at \$1,799,179.81. Total Equity on hand is \$1,382,033.56.
- c. The Statement of Cash Flows (Atch 3) through September 30, 2016 reflects total cash on hand of \$1,297,251.60, an increase of \$532,933.05 for the period.
- d. The Transaction List (Atch 4) for September was referenced with Mr. Ingerick noting there were no unusual transactions in the month.

4. ACTION AGENDA ITEM: Discuss and elect Vice President of ESD #5 to fill vacancy resulting from resignation of Mr. Wilcox.

- a. Following discussion of duties, Mr. Rarick made a motion to elect Mr. D.C. Hamilton as vice-president of ESD #5.
- b. Mr. Barr seconded the motion. The motion passed by unanimous consent.
- c. Mr. Ingerick made a motion to remove Mr. Wilcox as an authorized signer from both the Broadway Bank Money Market Account and the Broadway Bank Checking Account maintained by ESD #5 and to add Mr. D.C. Hamilton as an authorized signer of both the Broadway Bank Money Market Account and the Broadway Bank Checking Account maintained by ESD #5.
- d. Mr. Rarick seconded the motion. The motion passed by unanimous consent.

5. ACTION AGENDA ITEM: Discuss and consider purchase of IT assets for Commissioners use in performing official duties.

- a. Mr. Rarick discussed the rationale for providing either laptops or notepads to Commissioners for official use so that official business documents that are accessed electronically would not be co-mingled with their personal information. Discussion ensued regarding the type of device that would provide the most cost effective use to Commissioners. It was recognized that new email accounts would need to be established with a generic email address such as ESD5Secretary that could be used by successive Commissioners for consistency of recordkeeping. And it was acknowledged that email hosting should be considered in conjunction with the separate initiative to establish a web site presence for ESD #5 in order to make information such as meeting notices, minutes etc. more accessible to the public.

- b. A consensus developed that ESD #5 pursue the purchase of five laptops to be assigned to each Commissioner, that unique email addresses be created for each Commissioner, and that ESD #5 discuss with ESD #4 and ESD #1 the establishment of a website for housing public information and email hosting.
- c. Mr. Rarick was directed to obtain pricing for appropriate laptops so that a recommendation could be presented at the next meeting.
- d. Mr. Bullock agreed to pursue creation of a website.

6. INFORMATION ITEM: Discuss reports from ESD Council representatives.

- a. Mr. Bullock discussed a Memorandum of Agreement describing an approach for creating and maintaining a joint web site presence for ESD #5, ESD #4 and ESD #1 for purposes of making information more accessible to the public.
- b. Mr. Bullock described a County-wide inter-agency communications exercise to test emergency response communications.
- c. Mr. Bullock noted that BSB ES has been asked to develop an action plan to address suggestions summarized in the recently received ISO study.
- d. Mr. Bullock noted that ESD #1 brought to the Council a proposal to purchase the Rodeo Dr. facility from BSB ES.
- e. Mr. Ingerick referenced an effort to prepare a seven-year financial forecast representing projected cash receipts and cash disbursements for ESD #1, ESD #4, ESD #5 and BSB ES on both a separate and combined basis. A draft was presented representing a work-in-process.

7. INFORMATION ITEM: Discuss reports from ESD #5 representatives on the Not-For-Profit Board.

- a. Mr. Rarick commented on significant turnover being experienced by BSB ES, particularly in the paramedic staff. It was reported that there is a national shortage of paramedics and competition for resources is significant. BSB ES is working on a plan to address hiring and retention.
- b. Mr. Rarick noted that BSB ES distributed a revised 2017 budget to reflect lower revenue contributions from the ESD's. The revised budget will be reviewed in more detail at the next meeting.

8. INFORMATION ITEM: Discuss any items to be brought to the attention of the Not-For-Profit Board.

- a. No items were noted.

9. EXECUTIVE SESSION:

- a. At 6:45 p.m. Mr. Bullock called for the Board to enter Executive session to discuss the following matters:
 - i. Potential real estate acquisitions.

At 7:20 p.m. Mr. Bullock closed the Executive Session and called for the Board to return to Open Session.

10. ACTION AGENDA ITEM: Discuss and approve any decisions needing to be made from Executive Session discussion.

- a. No actions were taken.

11. Discuss agenda, time and dates for next meeting(s) and adjourn.

- a. The next meeting of ESD #5 will be held Thursday, November 17th, 2016 beginning with a joint workshop with ESD #4 to receive recommendations from BSB ES for implementation of suggestions from the ISO study, to be followed by the regular meeting of ESD #5. The meeting will be held at Rodeo Drive.

Mr. Bullock called for adjournment of ESD #5 meeting at 7:21 p.m.

4 Attachments

1. Profit & Loss Budget Performance, September, 2016
2. Balance Sheet as of September 30, 2016
3. Statement of Cash Flows, September, 2016
4. Transaction List, September, 2016

Minutes prepared by Mr. Mike Rarick, Secretary.

Board Acceptance: _____, Secretary
(Date) (Signature) November 6, 2016