

COMAL COUNTY
EMERGENCY SERVICES DISTRICT #5
BOARD OF COMMISSIONERS

Board Meeting Minutes, February 25, 2016

A Regular meeting of the ESD #5 Board was held at the Emergency Services Building at 353 Rodeo Drive, Spring Branch, Texas 78070 on Thursday, the 25th day of February, 2016.

Discussion/Action Items

1. Call meeting to order;

Having been duly posted, the meeting was called to order at 5:25 p.m. by Mr. David Bullock (President, ESD #5) with all Commissioners present (Barr, Bullock, Ingerick, Rarick and Wilcox).

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 January 21st, 2016 regular meeting minutes. None were noted.
- b. Mr. Wilcox made a motion that the January 21st, 2016 minutes be approved as presented.
- c. Mr. Rarick seconded the motion. The motion passed by unanimous consent.
- d. Mr. Ingerick presented monthly bills for consideration.

- e. Mr. Bullock made a motion that an invoice for advertising in the Front Porch News be tabled pending clarification and that the other monthly bills presented be approved.
- f. Mr. Ingerick 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 January 31, 2016 (Atch 1) reflects net income of \$549,045.59 versus a budgeted net income of \$520,808.88. This increase was due to Ad Valorem tax revenue exceeding budget, somewhat offset by appraisal district fees which were budgeted to occur in subsequent months.
- b. The EOM Balance Sheet as of January 31, 2016 (Atch 2) reflects Total Assets of \$2,966,912.00 with Fixed Assets (with depreciation) totaling \$468,803.74. Total Liabilities are noted at \$1,565,575.73. Total Equity on hand is \$1,401,366.27.
- c. The Statement of Cash Flows (Atch 3) through January 31, 2016 reflects total cash on hand of \$1,321,519.05, an increase of \$557,260.50 for the period.

4. Discuss, internal audit policies and internal control procedures.

- a. Mr. Ingerick summarized internal control concepts discussed at the recent Safe-D conference and asked that Commissioners come to the next meeting prepared to discuss ideas on internal controls that may be appropriate.

5. ACTION AGENDA ITEM: Discuss and approve payment of legal services related to review of proposed changes to Bulverde Spring Branch Emergency Fire and EMS bylaws.

- a. This agenda item was tabled since a bill has not yet been presented.

6. ACTION AGENDA ITEM: Discuss, review and consider funding for Cascade system / air tanks.

- a. Mr. Bullock made a motion to accept a proposal for air tanks, harnesses and masks from HEAT Safety Equipment, Inc. noting the expected net cost following prior year fundraising contributions and a grant application will approximate \$48,400 to be shared equally with ESD 4. The assets will be recorded on the ESD's books.
- b. Mr. Barr seconded the motion. The motion passed by unanimous consent.

7. ACTION AGENDA ITEM: Discuss, review and consider items related to required signatures for bank accounts.

- a. Following discussion it was determined that bank signature cards have previously been appropriately signed by Commissioners and no further action is necessary.

8. ACTION AGENDA ITEM: Discuss and consider audit authorization letter.

- a. Following discussion it was determined the audit authorization letter had been previously approved and authorized for signature. No further action needed.

9. ACTION AGENDA ITEM: Discuss and consider new reporting requirements of HB 1295.

- a. Mr. Barr made a motion that Mr. Rarick, as Secretary, be authorized to open the appropriate on-line account for disclosure of contracts on behalf of ESD 5.
- b. Mr. Wilcox seconded the motion. The motion passed by unanimous consent.

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

- a. Mr. Bullock and Mr. Ingerick commented on the BSB Emergency Services Council meeting held on February 11, 2016 noting planned activities for 2016.

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

- a. It was noted that the Not-For-Profit Board meeting following this meeting will review the proposed 2016 budget as adjusted for compensation changes and the Financial Policies. Comments regarding Financial Policies were offered by Mr. Bullock for consideration.

12. INFORMATION ITEM: Discuss follow up to recent Safe-D Conference.

- a. Commissioners commented that the Conference was worthwhile and provided helpful information.

A brief recess was called at 6:26 p.m. for purposes of reconvening in the BSB ES Board Meeting.

Workshop Agenda (Continued)

- 2. ESD 5 reconvened at 6:35 for the purpose of attending the BSB ES Board Meeting and receiving reports as follows:
 - a. Operation reports
 - b. Financial Policies of BSB ES
 - c. Proposed budget of BSB ES for 2016 as adjusted for compensation changes and modified to reflect line of business reporting.

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

- a. A Workshop conducted jointly with ESD's 1 and 4 will be held Wednesday, March 2 at 4:00 p.m. for purposes of reviewing the proposed adjusted 2016 budget and responding to questions from Commissioners.
- b. A regular meeting will be held Thursday, March 17th, 2016 at 5:30 p.m.

Mr. Bullock called for adjournment of ESD 5 meeting at 8:25 p.m.

3 Attachments

- 1. *Profit & Loss Budget Performance, January, 2016*
- 2. *Balance Sheet as of January 31, 2016*
- 3. *Statement of Cash Flows, January, 2016*

Minutes prepared by Mr. Mike Rarick, Secretary.

Board Acceptance: _____, Secretary
(Date) (Signature) March 7, 2016