

# Comal County Emergency Services District No. 5

## Regular Meeting Minutes

October 23, 2019 @ 4 pm

### 1. Call to Order

- a. The meeting was called to order at 1608

### 2. Call of Roll

- a. Present: Tom Turk, Bob Guilbault, Deb Kruciak, Dave Geisbush and Robert Evans
- b. Guest Chief Southwell

### 3. Presidents Opening Comments

- a. There were no opening comments

### 4. Citizen Communication

- a. There were no public comments

### 5. Consent Agenda

- a. Consider approval of the minutes from previous Board Meeting(s).

Commissioner Guilbault made a motion that the minutes be accepted as written

Commissioner Geisbush seconded the motion

The motion passed unanimously

### 6. Individual Items for Consideration

A. Discuss and consider approval of the monthly financial reports, individual financial transactions and payment of bills/invoices.

Invoices paid:

Carlson Law Firm P.L.L.C.	\$220.00
Carlson Law Firm P.L.L.C.	\$935.00
Dooley Tackaberry	\$5,471.57
Metro Fire	\$4,013.00
Inet Security and Surveillance, L.L.C.	\$3,297.40
Frost Insurance Agency, Inc.	\$575.00
Southside Bank	\$81,276.85

Financials accompany

Commissioner Kruciak made a motion to accept bills and financials as presented Commissioner Guilbault seconded the motion. The motion was approved unanimously.

B. Discuss and consider approval of funds for the generator for Station 1 (approximately \$28,000). Bob – Approve the expenditure of \$28,000 for the Station 1 generator provided that CCESD5 receives full reimbursement of this expense from future purchaser of Station 1 (CCESD1 or CCESD4).

The motion was seconded by Commissioner Geisbush. The motion was approved unanimously.

## **7. Informational Items and Project / Assignment Updates**

### **A. BSBES Incident and Operations Report**

Chief Southwell reviewed highlights of the monthly report (copy accompanies) and answered questions.

B. News, activities, meetings and other issues related to the operations for CCESD#1, CCESD#4, CCESD#5, BSBES and associated committees. (All)

C. Review of Action items necessary for CCESD#5 to acquire the Cougar Bend Station. (Evans)

Angel tree will start using the building around mid-November. We need signs for the two interior doors into the bay “Restricted area do not enter” and one on the outside of the rollup door “No Parking Do Not Block this drive Emergency Equipment inside” Chief Southwell will have those signs made and installed

D. Sale of Temporary Station #4 - The “Trailer” (Guilbault)

a. Station 4 will be ready early November. Commissioner Guilbault proposes to sell the trailer in situ around mid-November.

E. Honey Creek Station Planning and Development (Guilbault)

Donor wants to rezone all the property that he owns that is in the city. He will try for a rezoning to commercial. If that fails; we will try for a special use permit. If that fails; we will have to look for land elsewhere. Commissioner Guilbault suggested that we should go ahead and start planning for the facility. The construction management team who helped ESD#4 with construction of their new station was AGCM, Inc. They were highly recommended by ESD#4. Commissioner Guilbault will contact Ryan Rosborough and invite the AGCM representative to our next meeting.

F. JSPA Committee Activities (Guilbault)

Attorney Carlton made suggested that ESD#4 and #5 get a reduction in contributions to the non-profit if EDS# 1 gets ambulance fees.

G. Update on the Angle Tree Organization’s to use the Cougar Bend Station. (Evans)

See paragraph C

H. Discuss ESD5 Bank Accounts (Deb)

a. Commissioner Kruciak reviewed the accounts (copies accompany) and presented a flow chart of the ESD accounts. (copy accompanies)

I. Discuss regular meeting dates for November and December. (Evans)

Meeting dates conflict with Thanksgiving and Christmas holidays

- a. Move November meeting to 20 November same place and time.
- b. ESD Joint meeting on 17 December at ESD #4 station

J. BSBES Employee and Board Member relationships (Turk)

a. Reminder that the non-profit employees are not our employees and we are not to give them direction

**7. Executive Session**

*In accordance with Texas Government Code, Subchapter D, the CCESD#5 Board may convene in a closed session to discuss any of the following item; any final action of vote taken will be in public.*

There was no executive session

**8. Adjournment**

There being no further business to come before the Commission: the meeting was adjourned at 1733.

The next meeting will be on 20 November 2019 in the Public Room of the Johnson Ranch Substation at 30475 Johnson Way, Bulverde, TX 78163. Meeting will begin at 1600.

Recorded by *Robert Evans, Secretary CCESD#5*