

# Comal County Emergency Services District No. 5

## Regular Meeting Notes

Johnson Ranch Community Room, 30475 Johnson Way, Bulverde, TX 78163

February 27, 2019, 4 PM

### Agenda

#### **1. Call to Order**

- a. President Turk called the meeting to order at 1600

#### **2. Call of Roll**

- a. Present: Tom Turk, Bob Guilbault, Don Hatcher, Dave Geisbush and Robert Evans

#### **3. Citizen Communication**

- a. There were no public comments.

This time is for citizens to address the CCESD#5 Board on items of concerns not on this agenda. No formal action, discussion, nor comment will be made by the Board at this time.

#### **4. Consent Agenda**

- a. Commissioner Hatcher made a motion to accept the consent agenda. Commissioner Geisbush seconded the motion. The motion was accepted unanimously.

*All items listed below are considered routine and non-controversial by the CCESD#5 Board and will be approved by one motion. There will be no separate discussion of these items unless a Commissioner or citizen so requests, in which case the item will be removed from the consent agenda and considered as part of the normal order of business.*

- A. Consider approval of the minutes from the January 23, 2019 CCESD#5 Board Meeting. (Evans)

#### **5. Individual Items for Consideration**

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

1. The group discussed alternate ways to present the budget info with Ms. Dietrich.

2. Ms. Dietrich presented the financials (accompany). Also reminded the commission that they will be available on Sharepoint. Commissioner Evans requested that the financials be available prior to the regular monthly meetings. Commissioner Turk stipulated that they be available 3 days prior to the meetings.

Commissioner Hatcher made a motion to accept the financial reports. Commissioner Guilbault seconded the motion. The motion was accepted unanimously.

Bills presented for payment

\$155.00 Carlton Law firm for Legal services

Motorola \$6052.10 radios for the trucks

VFIS \$1561.00 insurance

M&S \$325.00. Engineering services

Commissioner Evans made a motion to approve paying the bills. Commissioner Geisbush seconded the motion. The motion was accepted unanimously.

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

### **A. BSBES Incident and Operations Report (Chief Southwell)**

Chief Southwell presented the report (accompanies)

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

Commissioner Guilbault reported that the nonprofit was looking at pay enhancements to help us keep competitive with other regional emergency services operations.

Chief Southwell reported that the benefits package came in under budget, putting that money toward pay raises allowed us to break even.

The group planning for a joint meeting on 21 March

Ms. Dietrich reported that March and September are 5-week pay periods. In order to avoid heaving emergency meetings to approve a transfer of funds in those months. The non-profit funds should not be allowed to go below \$100,000. The funds are currently at \$40,000. So, each ESD needs to put in \$20,000 now.

The new radio system will start in 2020. Service costs will be \$49,000 per year.

### **C. Short term maintenance/repair and sale of the Cougar Bend Station (Guilbault)**

Commissioner Guilbault spoke with John Carlton at SAFE-D conference. Our options for selling the building are: auction, sealed bids or employ a broker.

### **D. Sale of Temporary Station #4 - The "Trailer" (Guilbault)**

Cost \$12,000 new. Decided not to store it for use when start Station #5 but to rent a trailer at that time. Chief Southwell will check with the firm that resells our surplus trucks to see if they can sell it for us.

E. New Fire Engine Delivery (Guilbault)

It is in process

F. Honey Creek Station Development (Guilbault)

We need to develop a schedule and plan what will be in the station.

**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.*

Enter Executive Session at 1643

Exit Executive Session at 1725

**8. Reconvene into open session and take any necessary action relating to the Executive Session as described above.**

There was no action required

**9. Adjournment**

Joint meeting of ESDs on 21 March 2019, 6pm at Rodeo Drive station

ESD#5 regular monthly meeting on 27 March 2019, 4 PM at Johnson Ranch station

There being no further business to come before the commission the meeting was adjourned at 1728