

# Comal County Emergency Services District No. 5

## Regular Meeting Minutes

June 26, 2019 @ 4 pm

### 1. Call to Order

- a. Meeting called to order at 1601

### 2. Call of Roll

- a. Present Bob Guilbault, Robert Evans, Deb Kruciak, Dave Geisbush
- b. Absent Tom Turk,

### 3. Presidents Opening Comments

- a. No comments

### 4. Citizen Communication

- a. There were no public remarks

### 5. Consent Agenda

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

Commissioner Guilbault made a motion to accept both the consent agenda.  
Commissioner Geisbush seconded the motion. The motion was approved unanimously.

### 6. Individual Items for Consideration

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

M&S Engineering \$695 for professional services

Rick C. Reed & Company, PLLC \$7,725.00 2018 Financial Audit

Tom Turk \$84.98 Reimbursement for Office Depot

Robert Evans \$36.06 reimbursement

Carlton Law Firm, P.L.L.C. \$642.50 Professional Services

Feld Fire \$3,950.00 Blow Hard Fan for '19 Pierce

USPS \$118.00 Annual P.O. Box rental

Ms. Derrich presented Information about the new engine for signature Commissioner Guilbault signed. This is a necessary step in acquiring the title.

Ms. Derrich presented the financial statements. Copies of the statements accompany these minutes.

B. Discuss and consider approval of a resolution approving the sale of the Rodeo Dr. station to CCESD#4. (Guilbault)

Commissioner Guilbault reported that he and Commissioner Turk attended the meeting with the non-profit board. ESD# 1 offered \$100,000 less than ESD# 4. ESD# 1 offer was to pay out over 1 year while ESD# 4 offered to pay out over 7 years. Respective offers were discussed.

Commissioner Geisbush made a motion that we approve the resolution for sale to ESD# 4 as presented. Commissioner Evans seconded the motion. The motion was approved unanimously. Copy of resolution accompanies these minutes.

C. Discuss and consider approval of purchasing PFD gear. (Southwell)

Chief Southwell reported the need for the Personal Flotation Devices (PDF) and suggested a way to divide asset costs between ESD# 4 and ESD# 5.

ESD 4 pays for the original (first) purchase of rescue gear. \$8680. This purchase includes all the ropes, harnesses, carabiners and such needed for both water, high/low angle and cave rescue. These assets would be assigned as ESD 4.

ESD 5 pays for the helmets \$1887, headlamps \$1722 and PFD's (Personal Flotation Devices) \$3628. This totals \$7237. These assets would be assigned to ESD 5.

Commissioner Evans made a motion that we accept the division of assets as proposed. Commissioner Guilbault seconded the motion. The motion was approved unanimously.

D. Discuss and consider electing Deb Kruciak as Treasurer. (All)

Commissioner Guilbault made a motion to elect Deb Kruciak as ESD 5 Treasurer. Commissioner Geisbush seconded the motion. The motion was approved unanimously.

C. Discuss and consider removing Don Hatcher for CCESD5 bank accounts. (Guilbault)

Commissioner Guilbault made a motion that we remove Don Hatcher from the CCESD#5 banking accounts at Broadway and Frost banks and put Commissioner Kruciak on the accounts. Commissioner Geisbush seconded the motion. The motion was approved unanimously.

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

A. BSBES Incident and Operations Report (Chief Southwell)

Chief Southwell presented the Operations report for May 2019. A copy accompanies these minutes.

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

No reports

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

- Current lease ends 1 January 2020. At that time, we have the right to purchase for \$10.
- That option runs for 180 days.
- If we do not close on 1 January 2020, we will pay \$1 per month from 1 January 2020 until close.
- We will need a signed copy of the lease agreement
- The right to purchase is included in the lease.
- Have an appraisal to set a sales price
- Recommend we have an attorney draw up the sales agreement. The standard Improved Commercial Property sales contract has many clauses that complicate the transaction.
- Chose a title company
- Recommend setting aside \$2500 for associated costs.

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

None recommended

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

Recommended selling. There are no special requirements for sale of this asset.

F. New Fire Engine Delivery (Guilbault)

Delivered waiting on loose eqpt

G. Scheduling workshop with ESD#4 to plan Honey Creek Station Development (Guilbault)

Tabled until a meeting when Commissioner Turk is in attendance,

H. 7-Yr Forecast Model (Geisbush) shelved

I. Presentation of Preliminary 2020 Budget (Derrich) –

Need figures from the non-profit. They will set a budget before our next meeting. Address this item at the July meeting

J. JSPA Committee Activities (Guilbault)

First meeting will be Friday

K. Audit Recap (Derrich)

No change from the version that we accepted. Sent to county. County accepted it.

L. Calendar Review for Setting the Tax Rate (through September) (Evans)

County will send us a calendar. Attorney Carlton had sent email offering to develop one for us, Commissioner Guilbault made a motion that we notify Carlton's office that we do not need them to prepare a calendar for us, Commissioner Kruciak seconded the motion. The motion was

accepted unanimously. Commissioner Evans will notify Carlton's office notify don't need deb second

**7. Executive Session**

There was no executive session

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

**9. Adjournment**

There being no further business to come before the commission the meeting was adjourned at 1705.

The next meeting will be 24 July 2019 in the community room of the Johnson Ranch Emergency Services building (30475 Johnson Way, Bulverde, TX 78163) at 1600.