

# Comal County Emergency Services District No. 5

## Regular Meeting Minutes

November 20, 2019 @ 4 pm

### 1. Call to Order

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

### 2. Call of Roll

- a. **Present** Tom Turk, Bob Guilbault, Deb Kruciak, Robert Evans,
- b. **Absent** Dave Geisbush
- c. **Guests** Chief Mark Southwell

### 3. Presidents Opening Comments

- a. No comments

### 4. Citizen Communication

- a. There was a presentation by Jessica Rosario, Executive Director of the Bulverde Spring Branch Activity Center (BSBAC). BSBAC needs to expand. Asks that we consider selling cougar bend to BSBAC in preference to any others. She gave a brief description of BSBAC programs and plans. (letter accompanies)
- b. Ryan Rosborough, AGCM – construction management (he stressed that he is not an architect or contractor only an owner representative). He oversees the budget schedule and service usability. He described how his company can help during construction. (presentation accompanies).

### 5. Consent Agenda

*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 previous Board Meeting(s). (Evans)
  - a. Commissioner Guilbault made a motion that the minutes be approved as read. Commissioner Kruciak 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.

- a. Bills to be paid:

First Quarter 2020 to Comal CAD \$ 4594.86

Carlton Law Firm \$315.00 and \$27.24

Siddons Martin (loose equipment) \$42,612.97

Commissioner Evans made a motion to approve payment of the bills presented. Commissioner Guilbault seconded the motion. The motion was approved unanimously.

- b. Financial statements were reviewed by commissioner Kruciak and accompany the meeting notes.
- c. Chief Southwell presented information about possible radio needs for next year
- B. Discuss and consider approval of funds for the generator for Station 1 (approximately \$28,000).
  - a. This item was taken care of last month, entered here in error, not taken up again

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

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

Chief Southwell reviewed the monthly activities. (reports accompany) He noted that mutual aid down to almost nothing but in our area, calls were up 20%

- C. News, activities, meetings and other issues related to the operations for CCESD#1, CCESD#4, CCESD#5, BSBES and associated committees. (All)
  - a. Commissioner Turk summed up committee meeting activities
  - b. Chief Southwell and Commissioner Guilbault discussed apparatus acquisition committee activity
- D. Review of Action items necessary for CCESD#5 to acquire the Cougar Bend Station. (Evans)
  - a. Need to discuss with John Carlton the proposal by Ms. Rosario.
- E. Sale of Temporary Station #4 - The "Trailer" (Guilbault)
  - a. Expect ESD#4 to be out by the first of the year.
- F. Honey Creek Station Planning and Development (Guilbault)
  - a. We need to discuss finances. Commissioner Guilbault made a motion that we employ AGCM as owner representative to come in from the beginning. Have them start early next year.
  - b. Commissioner Turk stated that this was budget dependent.
  - c. No action taken on the motion at this time.
  - d. Commissioner Kruciak will look at the budget.
  - e. Commissioner Guilbault made a motion that he be approved to begin negotiations with AGCM to bring in as owner representative. Commissioner Kruciak seconded the motion. The motion was approved unanimously.
- G. JSPA Committee Activities (Guilbault)
  - a. No update
- G. Update on the Angel Tree Organization's to use the Cougar Bend Station. (Evans)

1. Commissioner Evans reported that the Angel Tree people plan to be in the building beginning on 21 November and be out no later than the weekend of 21-22 December. Started presents today

H. Discuss topics for Joint ESD Meeting on December 17<sup>th</sup>.

a. If ambulance billing goes to ESD#1 then we get a decrease in our payment to the nonprofit since that will cause an increase in our share to the nonprofit.

I. Discuss plans for the SAFE-D Conference.

a. each commissioner provided personal information for registration to SAFE-D conference.

b. Plan to rent a van and drive together as before.

### **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.*

Entered Executive Session at 1710. Exited at 1730

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

a. No actions were taken.

### **9. Motion to Adjournment**

Commissioner Guilbault made a motion to adjourn. Commissioner Kruciak seconded the motion. The motion was approved unanimously.

The meeting was adjourned at 1731.

Recorded by Robert L. Evans

*Robert L. Evans*