

# Comal County Emergency Services District No. 5

## Regular Board Meeting Minutes

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

January 22, 2020 @ 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, Dave Geisbush, Robert Evans
- b. Absent:
- c. Guests: Dave Bullock,  
Ryan Rosborough, AGCM Representative

### 3. Presidents Opening Comments

- a. Big agenda let's get on with it.

### 4. Citizen Communication

- a. There were no public remarks

### 5. Consent Agenda

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

1. Commissioner Guilbault made a motion to approve the minutes as presented. Commissioner Geisbush seconded the motion. The motion was approved unanimously.

### 6. Individual Items for Consideration

A. Consider, discuss and approve the monthly financial reports, individual financial transactions and payment of bills/invoices. (Deb Kruciak)

1. Commissioner Evans made a motion to approve paying bills as presented. Commissioner Guilbault seconded the motion. The motion was approved unanimously.

Following bills were presented:

\$1.00 – Cougar Bend annual rent

\$105.00 Carlton Law Firm

\$3610.00 Bates – NFPA Firefighter I, Firefighter II, Hazmat Awareness,

and Hazmat Ops certification course.

Commissioner Turk asked Commissioner Kruciak to prepare a comparison of 2019 budget to actual for the next meeting.

There has been some dissatisfaction with the auditor used in the past. Commissioner Kruciak will get with Ms. Derrich and consider using a different auditor for the 2020 audit

B. Consider, discuss and approve an agreement with Louis T. Rosenberg, P.C for on-call legal services. (Tom Turk)

1. Commissioner Guilbault made a motion to approve the report as presented. Commissioner Evans seconded the motion. The motion was approved unanimously.

C. Consider, discuss and approve the S.B. 625 Special District Report. (Deb Krucial)

Commissioner Kruciak is working with Ms. Trevino to complete the survey. No action required

D. Consider, discuss and approve a contract with AGCM, Inc. for design coordination services related to the development of the Honey Creek Station. (Bob Guilbault)

1. Commissioner Turk requested a change in the time for payment of invoices from 10 days to 30 days. Mr. Rosborough will make the change and send the revised contract to Commissioner Turk.

2. Commissioner Evans made a motion to approve authority for either Commissioner Turk or Commissioner Guilbault to execute the revised agreement and to be authorized signers during the period of the contract. Commissioner Geisbush seconded the motion. The motion was approved unanimously.

E. Consider, discuss and approve an agreement to provide brokerage services in connection with the sale of the Cougar Bend Station. (Robert Evans)

Commissioner Evans presented a Buyers Representation Agreement on behalf of Reliance Realty Brokerage.

1. Commissioner Guilbault made a motion to approve the agreement as presented and for Commissioner Turk to execute. Commissioner Geisbush seconded the motion. The motion was approved unanimously.

F. Consider, discuss and approve the Bulverde Police use of the Cougar Bend Station for training purposes. (Robert Evans)

1. Commissioner Evans reported that the training has been completed. No action required.

G. Consider, discuss and approve the sale of the "Trailer". (Bob Guilbault)

1. Commissioner Guilbault reported that he has a buyer – Rachel Garza, who has agreed to purchase the trailer for \$6,000. He will have a Bill of Sale and a Hold Harmless agreement.

H. Consider, discuss and approve Fire Academy Training for Jordan Bates. (Tom Turk)

1. Commissioner Evans made a motion to approve the expense as presented. Commissioner Guilbault seconded the motion. The motion was approved unanimously.

I. Consider, discuss and approve the renewal of ESD#5's Insurance Policy. (Deb Krucial)

No action required

J. Consider, discuss and approve the purchase of Self-Contained Breathing Apparatus (SCBA). (Chief Southwell)

Item was tabled

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

A. BSBES Incident and Operations Report (Chief Mark Southwell)

1. Commissioner Turk reviewed the incident and operations report

B. News, activities, meetings and other issues or developments related to:

1. BSBES (Dave Geisbush) Josh Dean is the new president of BSBES, personnel turnover has been reduced to 7% annually, station 4 is up and running, JSPA discussion is being renewed, Commissioner Turk and Commissioner Geisbush will meet with the next BSBES on 17 February regarding Cougar Bend.

2. Apparatus Committee (Bob Guilbault) - no

3. Finance Committee (Deb Kruciak) no

4. ESD#1 (Tom Turk) – elections were held Bill Gonser was elected President.

5. ESD#4 (Tom Turk) has not met

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

1. Exercise Option to Purchase -Letter of intent Commissioner Evans presented a Letter of Intent draft. Commissioner Turk reviewed it and signed. Commissioner Evans will send the letter to Josh Dean, President BSBES with copies to Chief Southwell and Ms. Derrich.

~~2. Survey~~ Commissioner Evans recommended that we not do that at this time. It isn't necessary for the purchase and the buyer will want one when we sell.

~~3. Appraisal~~ Commissioner Evans recommended that we not do that until we are ready to list for sale.

4. Title Insurance report \$150 Commissioner Evans stated that the policy would cost \$328 and only cover up to the sales price of \$10. A title report will discover any discrepancies.

5. Escrow (x 2) \$800 we are paying both sides as agreed in the lease.

~~6. Deed~~

~~7. Abstract~~

8. Legal Fees – for Mr. Rosenberg to draft a sales contract.

9. Payment \$10

~~10. Sales Purchase Agreement~~

11. Insurance – will want a short-term policy on the building.

D. Review of Action items necessary for the sale of the Cougar Bend Station. (Evans)

No action currently

E. Honey Creek Station Planning and Development (Bob Guilbault)

1. Commissioner Turk discussed status of the potential donation near honey creek.

F. Discuss plans for the SAFE-D Conference. (Bob Guilbault)

1. all reservations have been made, leave from Johnson Ranch station at 7 AM on Thursday 20 February.

### **8. Executive Session**

There was no Executive Session

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

a. No action required.

### **10. Future Agenda Items and any discussion for the good of ESD#5**

a. No items discussed.

### **11. Motion to Adjournment**

The meeting was adjourned at 1657.

The next meeting will be 26 February 2020 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*