

**HAYS COUNTY EMERGENCY SERVICES DISTRICT No. 3**  
**BOARD MEETING**  
**SEPTEMBER 17, 2013**  
**Page 1 of 4**

1. **CALL TO ORDER.** Meeting held at 1401 W. San Antonio Street, San Marcos TX, called to order at 4:05 p.m. by Leighton Stallones.

**BOARD MEMBERS PRESENT.** Present were Leighton Stallones, Sharon O'Brien and Lea Ann Kenworthy. Doyle Krumrey was absent. Also present were, Chief Smith, K Kemp, S Raven, E Martinez, K Raven, A Cortez, B Kemp, M Simkin, S Morrison and D Bednorz. Guests were Paul Geiger and Chris Alexander.

2. **PLEDGE TO THE AMERICAN AND TEXAS FLAGS.**
3. **ACKNOWLEDGE SEPTEMBER BIRTHDAYS.**

CONSENT ITEMS

4. **BOARD MEETING MINUTES.** Special Meeting August 12, 2013 and the Regular Board Meeting August 13, 2013.
5. **SALES TAX REPORTS.**

Lea Ann moved to accept the consent agenda items. Sharon seconded. All in favor, motion passed.

SPECIAL GUEST

6. **CHRIS ALEXANDER.** Chief Alexander from San Marcos Hays County EMS spoke of the working relationship we share with their department in servicing the District. They will soon have to move from one of their locations on Thorpe Lane. There is a need to find a place for the ambulance on the West Side of IH35. We discussed possibilities of sharing facilities in the future. We will investigate options.

ACTION ITEMS

7. **REPORT FROM TREASURER.** Sharon presented financials for August 2013. We have \$686,600 cash on hand. We are at 67% of budgeted expenses and doing a great job of keeping expenses down including fuel costs. Alton Thiele's office reviewed our 5-Year Plan and has found no errors. There will be additional discussions with his office once the building finance proposals are received. Lea Ann moved to accept the Treasurer's report. Leighton seconded. All in favor, motion passed.
8. **THE PROPOSED 2013 AD VALOREM TAX RATE.** Sharon moved that the 2013 property tax rate be increased by the adoption of a tax rate of \$0.10 per \$100 valuation, which is effectively a 0.00% increase in the tax rate over the 2012 tax rate or a 0.00% increase over the 2012 effective tax rate. The proposed tax rate vote: 3 in favor, 0 against, 0 present not voting and 1 absent.

**HAYS COUNTY EMERGENCY SERVICES DISTRICT No. 3**  
**BOARD MEETING**  
**SEPTEMBER 17, 2013**  
**Page 2 of 4**

9. **INTEGRATION OF SOUTH HAYS FIRE, TEXAS FIRE ACADEMY AND SMART.** Brian Kemp advised the SHFD Corporation Board approved the execution of the documents to integrate everything including the cash in the Corporation bank account. Sharon moved to execute all related documents on September 30, 2013, and to have the integration be effective October 1, 2013. Lea Ann seconded. All in favor, motion passed.
10. **LOGISTICS OF THE INTEGRATION OF SHFD, TFA AND SMART.** It was the consensus of the Board to remove this item from the agenda.
11. **SALE OF SURPLUS EMT TRAINING EQUIPMENT.** Sharon moved and Lea Ann seconded, to accept the offer of \$2,700 from Lou Ann Mullins for the sale of the surplus EMT training equipment. All in favor, motion passed.
- 1 Adult Crisis Mannequin
  - 1 Pediatric Advanced Life Support Mannequin with Generator
  - 2 Adult Airway Mannequins
  - 1 Pediatric Intra-Osseous Access Mannequin
  - 2 Life Pak 12 Training Monitors with Power Packs
  - 2 Rhythm Generators
12. **BANK, CREDIT CARD AND PAYPAL ACCOUNTS FOR SOUTH HAYS.** Sharon moved to convert the Sage Capital bank accounts, credit card accounts and PayPal account currently, used by South Hays Fire Department, Inc., to Hays County ESD 3. Leighton seconded. Lea Ann abstained. Motion passed.
13. **CHIEF'S REPORT.**
- Alarm Data - 81 Calls – 737 YTD - / SMART – 0 Calls
  - Situation Report
    - Burn ban on
    - Co-located dispatch update – approval of organization structure with positive input
    - EMS board meeting update
  - Officer Corps-Chief Griffin resigned Aug. 31<sup>st</sup>. Position to be filled by mid-Oct.
  - Apparatus
    - B13 – repairs to clutch and brakes
    - Trailer and old ambulance sold on EBay, bus sale pending
  - Stations-12 & 13 – new signs are ordered
  - Membership / Training
    - 66 members; 2 support; 2 juniors; 6 applications in process
    - Training hours – 538 / YTD 7028 hours / Last Year (2012) 11,002.2
  - Certifications –
    - TCFP Basic Structural FF/EMT - Pierce
    - TCFP Basic Wildland – Vajgrt
    - TCFP Intermediate Wildland – Pierce, Bednorz, Humphrey, DeMarzo, Young, Lane
    - Driver Operator – Elizondo
    - TIFMAS Engine Operator – Bednorz

**HAYS COUNTY EMERGENCY SERVICES DISTRICT No. 3**  
**BOARD MEETING**  
**SEPTEMBER 17, 2013**  
**Page 3 of 4**

- Special Projects
  - Planning committee for February 2014 Texas Fire Chiefs Conference
  - New Member Orientation - 6
  - NIMS audit completed
  - Registration for Texas EMS Conference - 8
- Grants
  - Hazardous Materials Incident Commander – Preparing Texas - 3
  - IED Workshop – Preparing Texas - 1
  - Swift Boat Class – Applied for TFS Grant
  - Wilderness Rescue – Applied for TFS Grant
- Injuries – Last injury 11/15/2011

**14. DISCUSSION AND ACTION ON PURCHASE ORDER(S) AS FOLLOWS.**

- a) 1. – No PO's to consider for Ad Valorem Contingency Fund.
- b) 1. – No PO's to consider for Sales Tax Contingency Fund.

**15. FUTURE LIQUIDATION OF ANY APPARATUS AND EQUIPMENT.** Sharon moved to have the Chief present a list of items to be considered at the Board Meetings. Lea Ann seconded. All in favor, motion passed.

**16. PRESS RELEASE – NEW STATION.** It was the consensus of the Board to table until next Regular Board Meeting.

**17. STATION CONSTRUCTION AND FINANCING.** Sharon advised that proposals are pending from Sage Bank, Pioneer Bank and Frost Bank. We have received a proposal from Government Capital. There will be other financial institution(s) considered before options can be submitted to the Board. The goal is to have interim financing finalized by December 31, 2013.

**18. CONSTRUCTION OF NEW CENTRAL FIRE STATION.** No decisions needed. Will move this item to the next Special Meeting for building construction.

**19. EMPLOYEE HANDBOOK, FORMS AND SOP's.** It was the consensus of the Board to be given preliminaries, before the next Regular Board Meeting in October, of the handbook, applications, SOP's, benefits, job descriptions and other documents pertaining to employees and members of ESD 3 and South Hays Fire.

**20. BARN WOOD AT 3528 HUNTER ROAD.** Sharon moved to have Chief Raven contact the individual(s) interested in the barn wood for them to take what they want by September 20, 2013. Leighton seconded. All in favor, motion passed.

**21. BILLING OF OUR SERVICES.** By consensus, the Board agreed to defer all questions and concerns for our billings, to the third party billing company we contracted with.

**22. CONTRACTING WITH FIRE RECOVERY USA.** Sharon moved to review capabilities of Fire Recovery USA for our third party billing and, if agreed by the members, execute contract with them. Lea Ann seconded. All in favor, motion passed.

**HAYS COUNTY EMERGENCY SERVICES DISTRICT No. 3**  
**BOARD MEETING**  
**SEPTEMBER 17, 2013**  
**Page 4 of 4**

23. **CITIZEN COMMUNICATIONS.** None

24. **REGULAR/SPECIAL MEETINGS.** Meetings to be held at 1401 W. San Antonio St., San Marcos TX. The next special meeting will be October 14, 2013, at 4:00 p.m. The next regular meeting will be October 15, 2013, at 4:00 p.m.

**NEW LAW EFFECTIVE SEPTEMBER 1, 2013 – HB 3798**

- Allows disbursement of funds by check, draft, order or other instrument signed by either
  - Majority of board or
  - By President and Treasurer
  
- Allows District to authorize bonded employees to sign disbursement instruments by formal resolution

25. **ADJOURN.** At 5:50 p.m. Sharon moved to adjourn the meeting and Lea Ann seconded. Meeting adjourned.

Prepared By:  
Patti E. Blackson  
Administrative Assistant