

HAYS COUNTY EMERGENCY SERVICES DISTRICT No. 3
BOARD MEETING
AUGUST 13, 2013
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1. **CALL TO ORDER.** Meeting held at 1401 W. San Antonio Street, San Marcos TX, called to order at 4:15 p.m. by Leighton Stallones.

BOARD MEMBERS PRESENT. Leighton Stallones, Sharon O'Brien, Doyle Krumrey and Lea Ann Kenworthy. Also present were, Chief Smith, B Pierce, J Cliett, K Kemp, D Bednorz, S Raven and William Grimsley, CPA.

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

CONSENT ITEMS

4. **BOARD MEETING MINUTES.** Regular Board Meeting June 25, 2013 and the Special Meeting July 10, 2013.
5. **SALES TAX REPORTS.**
6. **QUARTERLY WATER METER REPORT.**
7. **EDWARDS AQUIFER INSTALLING A TAMPER DETECTION DEVICE ON WELLS ACROSS THE REGION.**

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

PRESENTATION

8. **PRESENTATION 2012 AUDIT FOR SOUTH HAYS FIRE DEPARTMENT INC.** Mr. Grimsley, CPA, presented the 2012 Audit report which reflected a clean opinion and no deficiencies.

ACTION ITEMS

9. **2012 AUDIT FOR SOUTH HAYS FIRE DEPARTMENT INC.** Sharon moved to accept the 2012 Audit for South Hays Fire Department Inc. Doyle seconded. All in favor, motion passed.
10. **CONSULTING WITH ALTON D THIELE, PC, CPA.** Leighton moved to contract, when needed, at the hourly rate of \$85, with Mr. Thiele's firm during the construction phase of the new central fire station. Doyle seconded. All in favor, motion passed.
11. **REPORT FROM TREASURER.** Sharon presented financials for July 2013. We have \$774,670 cash on hand. We are at 58% of budgeted expenses and doing a great job of keeping expenses down. Sharon advised we will soon need to borrow cash flow from our M&O Reserve through the end of the year. Doyle moved to accept the Treasurer's report. Leighton seconded. All in favor, motion passed.

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12. **ADOPTING THE 2014 BUDGET.** Sharon presented the 2014 Budget and Executive Summary. Assumptions were made to: move forward with construction of a \$4.95M fire station and the associated interest expense; integrate South Hays Fire Dept. (SHFD) and activities into the ESD; eliminate the contract with SHFD; move member training expenses into the Training Division budget, reallocating related M&O Income and Expense as well; and a reduction in revenue from Texas Fire Academy. Fixed Asset purchases will be limited to new LCRA radios and one Brush Truck. Interest on interim financing for the building project was estimated at 3.25%. The Sales Tax Revenue allocated to the Building Fund, will be spent by February or March. Overall, most 2014 expenses were increased by 2% or less for inflation. Doyle moved to accept the 2014 Budget. Lea Ann seconded. All in favor, motion passed.
13. **THE PROPOSED 2013 AD VALOREM TAX RATE.** Sharon moved that the 2013 proposed 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 4 in favor, 0 against and 0 present not voting.
14. **ORGANIZATIONAL STRUCTURE.** After review and discussion of three different organizational charts, Sharon moved to accept the 3rd proposed organizational chart. Leighton seconded. All in favor, motion passed.
15. **INTEGRATION OF SOUTH HAYS FIRE, TEXAS FIRE ACADEMY AND SMART.** Dustin advised the SHFD Corporation board approved the execution of the documents to integrate everything except the cash in the Corporation bank account. Since this is not an option, it was the consensus of the Board to table this item until next meeting.
16. **LOGISTICS OF THE INTEGRATION OF SHFD, TFA AND SMART.** It was the consensus of the Board to table this item until next meeting.
17. **SALE OF SURPLUS EMT TRAINING EQUIPMENT.** It was the consensus of the Board to table this item until next meeting.
18. **CHIEF'S REPORT.**
- Alarm Data - 90 Calls – 656 YTD - / SMART – 0 Calls
 - Situation Report
 - Burn ban on
 - Co-located dispatch update
 - EMS board meeting update
 - Officer Corps-no report
 - Apparatus
 - C12 in service
 - Stations-no report
 - Membership / Training
 - 63 members; 2 support; 3 resignations; 18 applications in process; 1 rejected
 - Training hours – 655.5 / YTD 6,194.5 hours / Last Year (2012) 11,002.2

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- Certifications –
 - Basic Wildland – Ramsey, Orlando, Nieto, Vajgrt, Rodriguez, Ferrell, Cook, Thu
- Special Projects
 - Basic Wildland 2nd half
 - TEEEX Municipal Fire School – 8
 - Audit completed on personnel files
- Grants - None
- Injuries – Last injury 11/15/2011

19. 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.

20. STATION CONSTRUCTION AND FINANCING. Leighton advised the HVAC will be a heat pump system and the contractor bid notice will be advertised in January 2014. Both of these items were voted on at the last construction meeting. Sharon and Leighton have met with Sage, Frost and Pioneer Banks thus far. There will be several other financial institutions considered before options can be submitted to the Board. The goal is to have interim financing finalized by December 31, 2013.

21. UTILITIES AT 3528 HUNTER ROAD. Lea Ann moved to keep the electric utilities on at the 3528 Hunter Road property and to cancel the garbage service when Mr. Elias moves. Leighton seconded. All in favor, motion passed.

22. SIGNAGE AT STATION 11/12/13. Sharon moved to approve the building signage and identification burn ban signage (with a cedar frame) at both stations, and to allow contractors to install the building signs only, at a total construction and installation cost not to exceed \$11,000. Lea Ann seconded. All in favor, motion passed.

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 September 9, 2013, at 4:00 p.m. The next regular meeting will be September 17, 2013, at 4:00 p.m.

25. ADJOURN. At 6:25 p.m. Doyle moved to adjourn the meeting and Sharon seconded. Meeting adjourned.

Prepared By:
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