

HAYS COUNTY EMERGENCY SERVICES DISTRICT No. 3
BOARD MEETING MINUTES
MARCH 21, 2014
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1. **CALL TO ORDER.** Meeting held at 1401 W. San Antonio Street, San Marcos TX, called to order at 5:12 p.m. by Leighton Stallones.

BOARD MEMBERS PRESENT. Present were Leighton Stallones, Sharon O'Brien, Lea Ann Kenworthy, Doyle Krumrey and Bob Schneider. Also present were Chief Smith, Brandon Patton, Scott Morrison, Kelly Kemp, Nick Thu.

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

CONSENT ITEMS

4. **BOARD MEETING MINUTES.** Regular Meeting February 18, 2014 and Special Meetings on February 22, 2014 and February 28, 2014.

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

CLOSED SESSION

5. **CONVENE IN CLOSED SESSION.** Tabled

ACTION ITEMS

6. **DISCUSSION AND ACTION ON NOTICE TO PROCEED WITH THE GUARANTEED MAXIMUM PRICE.** Tabled, picked up after item 15.

Brandon Patton listed what needs to happen after the Notice to Proceed is finalized.

- Amendment to contract adjusting the Guaranteed Maximum Price.
- Payment for the permit set to the City of San Marcos.
- Final approval from Paso Robles Architectural Committee, including cost reducing changes.
- Select sub-contractors.

Brandon informed the board that cost savings can continue to be sought after the contract is signed and any saved funds will go into contingency funds.

Sharon moved a committee be created consisting of Brandon, Chief and Sharon to approve sub-contractors, and further moved any sub-contractors proposed that did not have the lowest submitted bid goes to the full ESD board for approval. Lea Ann seconded. All in favor, motion passed.

7. **DISCUSSION AND ACTION ON THE STATION CONSTRUCTION AND FINANCING.** Sharon reported the loan of \$4.4 million was approved by the Sage Bank loan committee on Wednesday, March 19 and was presented to and approved by the Sage Bank executive committee Friday, March 21, 2014 with the same terms previously offered.

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8. **DISCUSSION AND ACTION ON CERTIFICATE FOR RESOLUTION AND FINANCING.** Tabled until loan documents are finalized.
9. **PRESS RELEASE FOR NEW STATION.** Tabled until construction and financing are finalized.
10. **REPORT FROM TREASURER.** Sharon presented the budget changes for 12/31/2013 and the financial report for the month ending February 28, 2014.

Budget changes FY2013 –

- We increased the M&O contingency fund by \$26,536 in the 4th quarter of 2013.
- Move \$99,234 from the Ad Valorem account to the M&O Savings account..
- When the loan is signed we will rename the M&O Savings account to Debt Service Fund to be in compliance with new purpose for the account.
- Sent copy of Quickbooks as of 12/31/2013 to the auditor.

Sharon moved to approve the Budget Amendments for 4th Quarter 2013. Doyle seconded. Leighton, Doyle, Lea Ann and Bob in favor, Sharon abstained, motion passed.

Sharon presented the financial statement for the period ending 2/28/2014. There is an error in the 2014 budget, \$0 for contracted services, to be corrected in the March budget corrections.

Sharon moved to accept the Treasurers Report. Doyle seconded. Leighton, Doyle, Lea Ann and Bob in favor, Sharon abstained, motion passed.

11. **CHIEF'S REPORT.**

- Alarm Data - 65 Calls ~ 142 YTD - / SMART – 0 Calls
 - FireHouse reports attached
- Situation Report
 - Burn ban off
 - Co-located dispatch update
- Officer Corps
 - Chief Dustin Bednorz
 - New Lt's Appointed
 - Lt. Evan Kean A Shift
 - Lt. Andres Cortez B Shift
 - Lt. Darryl Fancher Admin/Training
- Apparatus
 - PM's nearing completion for Engines
- Stations
 - Station 11
 - Station 12
 - Station 13 – Damage to bay door frame from backing accident

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- Membership / Training
 - 84 members; (Includes 2 Jr. Firefighters 12 SMART only)
 - New members = 0, Support members = 3, Applications in process = 2
- Training hours
 - February - 382.5
 - YTD - 570hours
 - 2013 - 11,748.5
 - 2012 - 11,002.2
- Certifications –
 - None reported
- TFA Enrollments (Estimates per Chief and Kelly)
 - Driver Operator Pumper - 60
 - Fire Instructor - 45
 - Fire Officer - 20
 - Fire Inspector - 15
 - Basic Structural Firefighter – 56
 - Emergency Medical Technician - 113
- Grants
 - Awarded TFS Grant, White Water Technician | April 8-9th
- Injuries
 - Last injury 1/7/14, Asthma attack.

12. **DISCUSSION AND ACTION ON SMALL FORMAT LOGO.** Skipped, picked up after item 13. Mark Thornton reported on differences in the SHFD ESD3 Logo, particularly the small format of the logo embroidered on polos and jackets. Scott Morrison and Chief Smith are working to resolve the issue.

13. **DISCUSSION AND ACTION ON EVALUATION COMMITTEE.** Leighton moved the evaluation committee to be composed of Bob, Doyle and Chief. Bob seconded. All in favor, motion passed.

14. **DISCUSSION AND ACTION ON THE EMPLOYEE HANDBOOK, FORMS AND SOP's.** Sharon reported \$3,465.70 spent on human resources services with Paychex. Sharon moved to end the human resources services. Leighton seconded. All in favor, motion passed.

15. **DISCUSSION AND ACTION ON THE SECTION 105 HEALTH REIMBURSEMENT ARRANGEMENT.** Tabled until next meeting

16. **DISCUSSION AND ACTION ON THE REPORT FROM SOUTH HAYS FIREFIGHTER ASSOCIATION.** Tabled

17. **DISCUSSON AND ACTION ON CHANGING THE INCIDENT RECOVERY VENDOR..** Tabled, waiting on resolution to adopt.

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18. **DISCUSSION AND ACTION ON THE LIQUIDATION OF APPARATUS AND EQUIPMENT.**
Tabled, none to consider.

19. **DISCUSSION AND ACTION ON PURCHASE ORDERS.** Tabled, none to consider.

20. **CITIZEN COMMUNICATIONS.** No citizen comments.

21. **REGULAR MEETING.** Meeting to be held at 1401 W. San Antonio St., San Marcos TX.
The next Regular Meeting will be April 22, 2014, at 5:00 p.m.

22. **ADJOURN.** At 7:01 p.m. Leighton moved to adjourn the meeting and Doyle seconded.
Meeting adjourned.

Prepared By:
Mark Thornton
Office Manager