

HAYS COUNTY EMERGENCY SERVICES DISTRICT No. 3
BOARD MEETING
JANUARY 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 5:10 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, D Bednorz, E Stoltz, B Pierce and J Cliett.

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

CONSENT ITEMS

4. **BOARD MEETING MINUTES.** Regular Meeting December 4, 2013 and Special Meeting on December 9, 2013.
5. **QUARTERLY WATER USAGE REPORT FOR HILLIARD ROAD STATION.**

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

ACTION ITEMS

6. **REPORT FROM TREASURER.** Sharon presented preliminary draft financials for December 2013. We have \$652,300 cash on hand. An inventory of Fixed Assets was recently completed and items will be depreciated for final year end financials. Collections for December Sales Tax will be here in February and will be allocated to 2013 revenue. Final December and year end financials will be presented in March.

Budget Amendments for 4th Quarter 2013 were presented. M&O Contingency fund balance is \$102,233.88. Sales Tax Contingency fund balance is \$75,096.12.

Sharon advised loan documents, for funding the station, are near completion. One requirement is to have one year of note payments, approximately \$265,000, in a debit service account. We currently have \$130,714.11 in the M&O Reserve Account and by adding the \$102,233.88 from M&O Contingency, we would be close.

Leighton moved to accept the Treasurers Report and approve the Budget Amendments for 4th Quarter 2013. Doyle seconded. All in favor, motion passed.

Doyle moved to transfer the \$102,233.88 to the M&O Reserve Account to help satisfy the loan requirement. Bob seconded. Leighton and Sharon are in favor. Motion passed. Lea Ann abstained from discussion and vote.

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CLOSED SESSION

At 5:31 p.m. Leighton announced the Hays County Emergency Services District No. 3 Board is now entering into executive session pursuant to the Texas Government Code Section 551.071 Consultation with Attorney.

RETURN TO OPEN SESSION

At 6:25 p.m. Leighton announced the Hays County Emergency Services District No. 3 Board has completed its executive session. No action taken.

7. **OATH OF OFFICE AND STATEMENT OF APPOINTED OFFICER.** Leighton Stallones and Lea Ann Kenworthy executed documents and took the Oath of Office and Statement of Appointed Officer for the term of 01/01/14 to 12/31/15.

8. **CHIEF'S REPORT.**

- Alarm Data - 70 Calls ~ 998 YTD - / SMART – 0 Calls
 - FireHouse reports attached
- Situation Report
 - Burn ban was off when Chief's report was printed. Since, the ban was placed on and will be in effect until further notice.
 - Co-located dispatch update
 - EMS board meeting update
 - Asst. Chief (full time) position open
 - Appointed to Strategic Advisory Committee for Capital Area Emergency Communication District
- Officer Corps
 - Lt Maldonado stepped down
 - Basil Pierce promoted to Capt.
 - Lieutenants test process now open
- Apparatus
 - Engine 0213 at Siddons for repairs / PM
- Stations
 - Station 11 / Station 12
 - Station 13 – Damage to bay door frame from backing accident
- Membership / Training
 - 71 members; 3 support; 2 juniors; 1 application in process; 1 resigned
 - Training hours – 1,104.5 / YTD 11,716.5 hours / (2012) 11,002.2
- Certifications –
 - HazMat Incident Commander – Thomas Elizondo
 - TCFP Firefighter – Basil Pierce
- Special Projects
 - ESD volunteer member applications completed
 - Capital asset inventory

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- TFA
 - EMT 143 Graduated 14
 - D/O 144 Graduated 8
 - Fire Academy is now VA approved
 - Fire Academy 141 – 25 enrolled, Started Jan. 10
 - EMT 141 – 46 enrolled, Started Jan. 14
 - Grants
 - Center for Domestic Preparedness, TERT
 - TFS for Texas Fire Chief's Conference
 - Injuries
 - Last injury 11/15/11
9. **DISCUSSION AND ACTION ON ISSUING CREDIT CARD.** Leighton moved to issue an ESD credit card in the name of Dustin Bednorz with a \$2,500 monthly credit limit. Doyle seconded. Bob and Lea Ann are in favor. Sharon not in favor. Motion passed.
10. **DISCUSSION AND ACTION ON PURCHASES FOR STATIONS 12 & 13.** Firefighter Browder presented a list of items to encourage firefighters to stage at stations 12 & 13. Items to be split between the two stations are: 6 recliners, 2 X-boxes (1 with extra accessories), 2 55" TV's, 2 TV stands and Netflix subscriptions for all 3 stations. Total purchase \$8368. Sharon moved to purchase these items out of the 2014 M&O Contingency Fund. Leighton seconded. All in favor, motion passed.
11. **DISCUSSION AND ACTION ON PURCHASE ORDER(S).**
 - a) 1. – No PO's to consider for M&O Contingency Fund.
 - b) 1. – No PO's to consider for Sales Tax Contingency Fund.
12. **DISCUSSION AND ACTION ON STATION CONSTRUCTION AND FINANCING.** Subcontractor proposals are due in by 2pm on Feb. 6. ESD will have representation at Bartlett Cocke for the opening.
13. **DISCUSSION AND ACTION ON CERTIFICATE FOR RESOLUTION REGARDING LOAN FOR CONSTRUCTION.** Tabled until loan documents are finalized.
14. **DISCUSSION AND ACTION ON M&O RESERVE ACCOUNT.** Sharon moved to comply with the construction loan requirement by changing the name on the M&O Reserve Account to the Debt Service Account, contingent upon on all loan documents being executed and consummated. Doyle seconded. Leighton and Bob in favor. Lea Ann abstained from discussion and vote. Motion passed.
15. **DISCUSSION AND ACTION ON THE INTRODUCTION OF THE SOUTH HAYS FIREFIGHTER ASSOCIATION.** Firefighter Stoltz introduced himself as the Chairman and read an introductory letter addressed to the President of the ESD 3 Board.

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16. **DISCUSSION AND ACTION ON ESD 3.** Patti Blackson read a summary of feedback and observations she made while meeting with various members, commissioners and officers of Hays County ESD 3.
17. **DISCUSSION AND ACTION ON THE EVALUATION PROCESS.** Bob stated he is updating the evaluation forms and processes. More to come as they are developed.
18. **DISCUSSION AND ACTION ON THE EMPLOYEE HANDBOOK, FORMS AND SOP's.** Chief has sent drafts of the documents to the Board for their review.
19. **DISCUSSION AND ACTION ON THE LIQUIDATION OF APPARATUS AND EQUIPMENT.** None to consider.
20. **DISCUSSION AND ACTION ON SURPLUS GOODS AND PARTS OF THE HOUSE TO BE DEMOLISHED.** It was the consensus of the Board to have a waiver of liability signed by person(s) that are not a member or employee of ESD 3 prior to removing surplus household goods, parts and pieces of the house to be demolished at 3528 Hunter Road.
21. **DISCUSSION AND ACTION ON THE SECTION 105 HEALTH REIMBURSEMENT ARRANGEMENT.** Tabled until next meeting
22. **CITIZEN COMMUNICATIONS.** Dustin Bednorz spoke about agenda items 15 and 16.
23. **REGULAR MEETING.** Meeting to be held at 1401 W. San Antonio St., San Marcos TX. The next Regular Meeting will be February 18, 2014, at 5:00 p.m.
24. **ADJOURN.** At 7:54 p.m. Doyle moved to adjourn the meeting and Lea Ann seconded. Meeting adjourned.

Prepared By:
Patti E. Blackson
Administrative Assistant