

**HAYS COUNTY EMERGENCY SERVICES DISTRICT No. 3**  
**BOARD MEETING**  
**February 18, 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, Doyle Krumrey and Bob Schneider. Lea Ann joined the meeting at 5:25 p.m. Sharon was absent. Also present were Chief Smith, J Cliett, K Kemp, M Harper, E Stoltz, C Byer and K Raven, Mike Boyle, Don Greer, Scott Stites, Brandon Patton and Wright Wood.

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

CONSENT ITEMS

4. **BOARD MEETING MINUTES.** Doyle moved to accept the minutes from the Regular Meeting January 21, 2014 and Special Meeting on February 7, 2014. Leighton seconded. All in favor, motion passed.

VENDOR PRESENTATION

Bartlett Cocke (BC) presented guaranteed maximum price information. BC analyzed the numerous proposals received February 6, 2014, and presented a bid summary report. The project is at \$4.6mil which is approximately \$375,000 over budget. BC provided a list of possible cost value options to consider reducing costs. Site preparation is higher than most projects due to cuts, size and layout. Electrical and tree mitigation is also a factor.

ACTION ITEMS

5. **DISCUSSION AND ACTION ON THE GMP NOTICE TO PROCEED.** It was the consensus of the Board to give Bartlett Cocke time to further analyze the proposals and they were asked to present updates at a Special Meeting on February, 22, 2014, at 2:00pm.
6. **DISCUSSON AND ACTION ON STATION CONSTRUCTION AND FINANCING.** Leighton reminded that the loan agreement with Sage Capital is for \$4mil and is good until Feb. 28. He also stated need to consider ways to reduce construction cost.
7. **DISCUSSION AND ACTION ON CERTIFICATE FOR RESOLUTION AND FINANCING.** Tabled until loan documents are finalized.
8. **PRESS RELEASE FOR NEW STATION.** Tabled until construction and financing are finalized.
9. **REPORT FROM TREASURER.** Sharon was absent. Financials for January 2014 were in the presentation. They indicate we have \$934,840 cash on hand and we have received most of the Ad Valorem Revenue for the year. Patti mentioned the annual payment was made on the 2012 Tender loan and will be reflected on February financials. Doyle moved to accept the Treasurers Report. Leighton seconded. All in favor, motion passed.

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**10. CHIEF'S REPORT.**

- Alarm Data - 77 Calls / SMART – 0 Calls
  - FireHouse reports attached
- Situation Report
  - Burn ban on
  - Co-located dispatch center update
- Officer Corps
  - Lieutenants testing coming up
- Apparatus
  - Engine 6545 at Siddons for repairs / PM
- Stations
  - Station 11 / Station 12
  - Station 13 – Damage to bay door frame from backing accident (Rooster's Welding will be making repairs)
- Membership / Training
  - 67 members; 3 support; 2 juniors; 6 application in process; 1 rejected; 3 cut
  - Training hours – 188 / YTD 188 hours / (2013) 11,748.5 / (2012) 11,002.2
- Certifications –
  - Daniel Kramer – EMT
- TFA
  - EMT, Fire Academy, Driver Operator, Fire Instructor are underway. Fire Officer will begin
  - Had exhibit booth at Texas Fire Chief's Conference
  - Enhanced programs are in works for later this year
- Grants
  - TFS for Texas Fire Chief's Conference
  - Applied for TFS Grant, White Water Technician
- Injuries
  - Last injury 1/7/14, Asthma attack

**11. DISCUSSION AND ACTION ON THE OFFICE MANAGER RESEARCH.** Bob advised job posting was published in various papers in surrounding cities. Thirty resumes have been received with varying degrees of experience. Bob moved for him and Chief to begin reviewing the resumes and present the top 5 or so at the meeting on Feb. 22, 2014. Lea Ann seconded. All in favor, motion passed.

**12. DISCUSSION AND ACTION ON THE EVALUATION PROCESS.** Bob advised he and Chief are updating job descriptions. They agree the quarterly review is good for communication between employee and supervisor. Appraisal forms will be customized according to the position and job description. This will be addressed again at the next Regular Meeting.

**13. DISCUSSION AND ACTION ON THE EMPLOYEE HANDBOOK, FORMS AND SOP's.** Bob advised he is looking into health insurance/cafeteria plan.

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14. **DISCUSSION AND ACTION ON THE SECTION 105 HEALTH REIMBURSEMENT ACCOUNT.** Tabled until the next Regular Meeting.
15. **DISCUSSION AND ACTION ON REPORT FROM SOUTH HAYS FIREFIGHTER ASSOCIATION.** Firefighter Stoltz advised the association has adopted bylaws, established membership qualifications, developed shffa.org and they are working on their 501c. Eric will be inactive starting in March. A replacement for his position on the board has not been announced. Eric expressed a big thanks to Patti for her years of service to the department.
16. **DISCUSSION AND ACTION ON CHANGING THE INCIDENT RECOVERY VENDOR.** Dustin advised of the pros to change vendors for the billing of qualified incidents we respond to. The main reason is Fire Recovery USA interfaces with FireHouse. This eliminates the need to manually input details of the incident. A designee(s) will be assigned to review data, on a monthly basis, for accuracy. A resolution must be adopted and executed to initiate the contract. Leighton moved to prepare the resolution and present at the meeting on February 22, 2014. Doyle seconded. All in favor, motion passed.
17. **DISCUSSION AND ACTION ON THE LIQUIDATION OF APPARATUS AND EQUIPMENT.**  
None to consider.
18. **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.
19. **CITIZEN COMMUNICATIONS.** Brandon Patton spoke about item #5.
20. **SPECIAL MEETING.** Meeting to be held at 1401 W. San Antonio St., San Marcos TX. The next Special Meeting will be February 22, 2014, at 2:00 p.m.
21. **ADJOURN.** At 8:00 p.m. Doyle moved to adjourn the meeting and Lea Ann seconded. Meeting adjourned.

Prepared By:  
Patti E. Blackson  
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