

HAYS COUNTY EMERGENCY SERVICES DISTRICT No. 3
BOARD MEETING
JANUARY 15, 2013
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1. **CALL TO ORDER.** Meeting held at 1401 W. San Antonio Street, San Marcos TX, called to order at 7:00 p.m. by Buddy Martin.

BOARD MEMBERS PRESENT. Buddy Martin, Leighton Stallones, Lea Ann Kenworthy, Sharon O'Brien and Doyle Krumrey. Also present were, Chief Smith, A Cortez, C Byer, S Morrison, D Bednorz, J Cliett, T Browder, E Kean and N Ramsey.

2. **PLEDGE TO THE AMERICAN AND TEXAS FLAGS.**
3. **ACKNOWLEDGE JANUARY BIRTHDAYS.**
4. **BOARD MEETING MINUTES.** Leighton moved to approve the Regular Board Meeting Minutes from December 18, 2012. Doyle seconded. All in favor, motion passed.
5. **SALES TAX REPORT.** Leighton moved to accept the reports from Sales Tax Assurance, LLC. Doyle seconded. All in favor, motion passed.
6. **QUARTERLY WATER METER REPORT.** Leighton moved to accept the report for water usage at the Hilliard Road fire station. Doyle seconded. All in favor, motion passed.
7. **EXECUTIVE SESSION.** Buddy announced on January 15, 2013, 7:05 p.m. the board will convene in closed session pursuant to Texas Government Code Section 551.074, personnel matters, of the Texas Open Meetings Act for the following purpose: To discuss employees and benefits of the Fire Chief, Assistant Fire Chief and the Administrative Assistant.

RETURN TO OPEN SESSION. Buddy announced the end of the executive session and the meeting returned to open session on January 15, 2013, at 7:40 p.m.

8. **ACTION ITEMS ON EXECUTIVE SESSION.** Leighton moved to have Sharon and Lea Ann develop an Employee Policy and Procedure Manual. Doyle seconded. All in favor, motion passed.

Announcement

- At 7:42 p.m., Buddy Martin, President/Commissioner of Hays County ESD #3, resigned from his position effective immediately. His service and dedication over the last 14+ years is greatly appreciated. After Buddy left, our meeting continued.
- Leighton Stallones, Vice President/Commissioner of Hays County ESD #3, will assume the duties until the President's position is filled.

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REPORT FROM TREASURER. Sharon presented preliminary drafts of the December 2012 financials. Finals will be presented when the year is closed out in March. We have \$435,249 cash on hand. YTD, we are at 100% of our budgeted expenses. We have received the \$79,900 in Ad Valorem tax revenue we were expecting in 2011. This will be posted to the Ad Valorem contingency fund for 2012. Doyle moved to accept the treasurer's report. Lea Ann seconded. All in favor, motion passed.

9. DISCUSSION AND ACTION ON PURCHASE ORDER(S) AS FOLLOWS:

- a. 1) - No PO's to consider for Ad Valorem Contingency Fund.
- b. 1) - PO #220497 – SMART Communication Equipment – Sharon moved to purchase the equipment for \$14,331.30. Doyle seconded. All in favor, motion passed.

10. DISCUSSION AND ACTION ON THE 5 YEAR PLAN. Tabled until next regular meeting.

11. CHIEF'S REPORT.

- SHFD – Dec. 112 Calls – 1,023 YTD / SMART – 0 Calls
- Burn ban lifted
- Co-located dispatch update
- EMS Board Meeting Updates – Chris Alexander hired as Director
- Data driven decisions project update
- FirstNet Update
- TFA to develop Business Plan with SBA
- Capt. Bednorz reported on apparatus
 - Annual PM / pump testing started
 - Tender refurbish to be completed in March or April
 - Replacement Command due in summer 2013
 - Discussion on new bed on Brush 11 (2007 Dodge)
- Station 12 & 13 – getting quotes on exterior lighting
- Training / Membership
 - 5 New members - 62 of 62 positions filled / 2 on LOA
 - Training for 48 members / 1,034 hours Dec. --- 11,002.2 in 2012; 4324 in 2011; 1528 in 2010
 - Chief Smith responded to 3 calls / .81 hours
 - 2012 – 51 calls / 53.82 hours / 2011 – 23 calls / 197.21 hours
 - Asst. Chief Raven responded to 8 calls / 10.81 hours
 - 2012 – 105 calls / 136.18 hours / 2011 – 50 calls / 115.13 hours
- Certifications
 - 1 – TCFP Driver/Operator
 - 3 – TIFMAS Wildland
 - 1 – All Hazards Structural
 - 1 - TCFP Firefighter Basic

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- Special Projects in December
 - 1-2 Urban Shield
 - 3-6 S130/S190 Wildland Class – 19 SHFD completed
 - 8 New FF Orientation
 - 12 Instructed S130/S190 Field Day
 - 13 CATRAC meeting – received a grant of \$545.70 in triage equipment
 - 18 New fire hose loaded on equipment
 - 27 Mike Pietsch meeting

12. **STATEMENT OF APPOINTED OFFICER AND OATH OF OFFICE** were taken and executed for Sharon O'Brien and Doyle Krumrey for the term of 01/01/13 to 12/31/14.
13. **PURCHASE ORDER POLICY.** Doyle moved to accept the revisions as presented to Purchase Order Policy Number POP01. Leighton seconded. All in favor, motion passed.
14. **PRESENTATION TO COMMISSIONERS COURT.** Presentation will be in March.
15. **COMBINING DEPARTMENTS.** Tabled until next regular meeting.
16. **LAND ACQUISITION AND BUILDING FINANCING.** Chief and Sharon briefed us on the meeting with the architect representatives and Mr. Elias. A basic station design was discussed and preliminary plans will be presented by the architect at a later date. The needs assessment performed by Mike Pietsch indicates the location at Hunter Road and Centerpoint would be ideal for the new station. Additional suggestions were made to improve the ISO ratings. Leighton advised of the research being done to determine if bonds would be feasible for financing the station.
17. **PIPE EXCAVATION.** A letter from DKM Enterprises was presented advising the salvaging of a 12" steel pipeline from the fire station at 3300 Hilliard Road in the next 30-180 days.
18. **RECOVERY OF EXPENSES.** Lea Ann moved not to reduce the amount billed for recovery of expenses, through Revenue Rescue, associated with response to burn ban violations by residents.
19. **CITIZEN COMMUNICATIONS.** None
20. **NEXT REGULAR MEETING** will be at 1401 W. San Antonio St., San Marcos TX on February 19, 2013, at 7:00 p.m.
21. At 9:20 p.m. Doyle moved to adjourn the meeting and Lea Ann seconded. Meeting adjourned.

Prepared By:
Patti E. Blackson
Administrative Assistant