

HAYS COUNTY EMERGENCY SERVICES DISTRICT No. 3
BOARD MEETING
MARCH 26, 2013
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1. **CALL TO ORDER.** Meeting held at 1401 W. San Antonio Street, San Marcos TX, called to order at 7:06 p.m. by Leighton Stallones.

BOARD MEMBERS PRESENT. Leighton Stallones, Sharon O'Brien and Doyle Krumrey were present. Lea Ann joined at 7:15 p.m. Also present were, Chief Smith, S Raven, K Price, B Kemp, J Cliett, S Morrison and G Hooper. Ken Campbell joined at 7:20 p.m.

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

CONSENT ITEMS

4. **BOARD MEETING MINUTES.** Sharon moved to approve the Regular Board Meeting Minutes from February 19, 2013 and the Workshop Minutes from February 27, 2013. Doyle seconded. Lea Ann was absent. All in favor, motion passed.
5. **SALES TAX REPORT.** Sharon moved to accept the reports from Sales Tax Assurance, LLC. Doyle seconded. Lea Ann was absent. All in favor, motion passed.

ACTION ITEMS

1. **CONTRACTING WITH SOUTH HAYS FIRE DEPARTMENT.** Brian and Kelly Kemp presented new job descriptions and a flow chart for operations within South Hays Fire Department (SHFD), which included Texas Fire Academy (TFA). These were developed by the SHFD Corporation Board since our last Regular Board Meeting. Discussions pursued regarding various possibilities of combining SHFD/TFA with ESD. Legal and financial ramifications were brought forward by Mr. Campbell. Before the ESD Board can take action on the method and manner of the provision of emergency services by The District and organization of same, including, but not limited to, contracting with South Hays Fire Department and future status of the Texas Fire Academy and the use of District assets for same, additional research is necessary. It was the consensus of the ESD Board to have Leighton and Doyle meet with members of the SHFD Corporation Board to define some of the options.
2. **CONSTRUCTION MANAGER AT RISK EVALUATION COMMITTEE:** Proposals from 6 construction companies were received. At 2:00 p.m. on March 26, 2013, each proposal was opened and read aloud at 1401 W. San Antonio Street, San Marcos TX. Sharon moved to appoint an evaluation committee that consists of; Leighton Stallones, Doyle Krumrey, David Smith, Scott Raven, Kara Griffin and Kevin Price, to review the proposals and recommend a construction manager at risk. Doyle seconded. All in favor, motion passed. Lea Ann was absent.
3. **REPORT FROM TREASURER.** Sharon presented the February 2013 financials. We have \$815,190 cash on hand. YTD, we are at 16.7% of our budgeted expenses. Sharon moved to accept the treasurer's report. Doyle seconded. All in favor, motion passed. Lea Ann was absent.

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4. **2012 FINAL BUDGET.** Sharon advised year end financials will be presented at the next Regular Meeting. Sharon presented the 2012 Final Budget. Doyle moved to accept the 2012 Final Budget. Leighton seconded. All in favor, motion passed. Lea Ann was absent.
5. **2013 AMENDED BUDGET.** Sharon presented an amended Budget for 2013. There was an error in the 2013 Budget adopted on 09.11.12. The G/L account for Election Expense of \$7,500 was left off. Sharon moved to increase the 2013 Budget by \$7,500 for Election Expense and reduce the M&O Contingency Fund by \$7,500. Lea Ann seconded. All in favor, motion passed.
6. **2012 SALES TAX FUNDS.** Sharon moved to transfer the remaining 2012 Sales Tax Budget Funds, in the amount of \$23,691, from the Sales Tax Account into the Building Fund. Doyle seconded. All in favor, motion passed.

Sharon advised the cumulative balance of the Building Fund account is currently on track to be between \$900,000 and \$1mil to invest or will have invested on the new station.

7. **2012 AD VALOREM FUNDS.** Sharon moved to open a Maintenance & Operations Savings account at Sage Capital Bank and to fund the account with the remaining 2012 M&O Budget, in the amount of \$130,521. Doyle seconded. Lea Ann abstained from voting. No further discussion, motion passed.
8. **REMOVE FAY H. MARTIN AS SIGNOR.** Sharon moved to remove Fay H. Martin as signor from ESD 3 bank accounts at Sage Capital Bank. Doyle seconded. Lea Ann abstained from voting. No further discussion, motion passed.
9. **ADD GARDNER D. KRUMREY AS SIGNOR.** Sharon moved to add Gardner D. Krumrey as signor to ESD 3 bank accounts at Sage Capital Bank. Doyle seconded. Lea Ann abstained from voting. No further discussion, motion passed.
10. **REVIEW OF POLICIES.** Tabled until next regular meeting.
11. **DISCUSSION AND ACTION ON PURCHASE ORDER(S) AS FOLLOWS:**
 - a. 1) - No PO's to consider for Ad Valorem Contingency Fund.
 - b. 1) - PO #220498 additional charge to correct a change in the SCBA equipment approved December 2012 – Sharon moved to approve the additional amount of \$1,852.50 for the purchase of the SCBA equipment. Doyle seconded. All in favor, motion passed.

12. **5 YEAR PLAN.** Tabled until next regular meeting.

13. **LAND ACQUISITION.** Sharon advised the attorneys are processing documents to transfer the 1 acre tract on Hunter Road to Carma/Brookfield. In addition, the topography is still pending from Carma/Brookfield for the 3 acre tract on Hunter Road. A Hays County transportation representative advised of the plans to widen Hunter Road this year, which will allow us to have driveways cut into the proposed 3 acres.

Financing options are being researched. Cumulative funds were discussed in item #6 above.

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14. CHIEF'S REPORT.

- SHFD – 84 Calls – 226 YTD - 100% of reports are complete / SMART – 0 Calls
- Burn ban was on March 26
- Co-located dispatch update
- EMS Board Meeting Update
- WHJ Report
- Report on County Drill
- Texas Legislation Update
- CAPCOG 911 Task Force Update - Meeting Wed. 3/27 at CAPCOG
- SHFD Membership/Officer Corps - Chris Lane promoted to Asst. Health & Safety Officer
- Apparatus
 - 2001 Tender Refurbish complete in April
 - 2012 Tender Repair Update – accident 3/2/13
 - 2009 Pierce Engine 11 CAFS out of service – Capt. Bednorz is repairing
 - 2004 Ford Command 12 transmission out of service – accident 2/26/13
 - 2011 Dodge Command 11 body work completed – accident 2/14/13
 - Dive boat having engine repairs
 - Mower PM at John Deere
 - 1999 Pierce Engine 12 PM at Siddons
- Station 12 & 13 – exterior lighting Dealers Elec. Quoting LED fixtures
- Asst. Chief Raven reported on Training / Membership
 - 9 New members / 1 application / 66 positions filled with 6 on LOA
 - Training hours - 659.5 Feb / YTD 1411.5 / Last YTD 11,002.2
- Staff Time Spent on Emergency Incidents
 - Chief Smith responded to 2 calls / 20.52 hours
 - Asst. Chief Raven responded to 5 calls / 3.03 hours
- Special Projects
 - Banquet
 - Fire Officer III & IV class, 3 members – TFS Grant for tuition
 - Fire Training – EMS Documentation/10 Minute Drills/Extrication
 - LACK Class, 2 members
 - ESD Meeting
 - HC Fire Chiefs Meeting
 - Gaming session with architects
 - Drill planning with Emergency Management

15. DISCUSSION AND ACTION ON ATTENDING THE HAYS COUNTY PSAP CO-LOCATION PROJECT MANAGEMENT SEMINAR APRIL 3RD & 4TH, 2013. ESD Board invited to attend. No action necessary at this time.

16. EDUCATIONAL MATERIAL FOR SALES TAX ELECTION. Lea Ann moved to contract with Cliff Avery to produce the educational material for the May 2013 sales tax election. Sharon seconded. All in favor, motion passed.

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17. **EMPLOYEE HANDBOOK.** Paychex quoted \$1,350 to produce an employee handbook for ESD 3. In addition, Paychex requires we pay for their Human Resources service at \$175 month during the development of the employee handbook. Doyle moved to hire Paychex to produce the employee handbook and utilize their HR service until the handbook is completed. Lea Ann seconded. All in favor, motion passed.
18. **SOUTH HAYS FIRE DEPARTMENT BY-LAWS.** The Corporation Board has hired an attorney to help with this process.
19. **DISCUSSION AND ACTION ON IMPLEMENTING A JUNIOR FIREFIGHTER PROGRAM.**
Tabled until next Regular Board Meeting.
20. **CITIZEN COMMUNICATIONS.** None
21. **NEXT REGULAR MEETING** will be at 1401 W. San Antonio St., San Marcos TX on April 16, 2013, at 7:00 p.m.
- NOTE:** Patti advised the pipe excavation by DKM Enterprises at 3300 Hilliard Road will not be done. They have decided to leave the pipe in the ground. Ref. 1/15/13
22. At 10:20 p.m. Lea Ann moved to adjourn the meeting and Doyle seconded. Meeting adjourned.

Prepared By:
Patti E. Blackson
Administrative Assistant