

HAYS COUNTY EMERGENCY SERVICES DISTRICT No. 3
BOARD MEETING
APRIL 17, 2013
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1. **CALL TO ORDER.** Meeting held at 1401 W. San Antonio Street, San Marcos TX, called to order at 7:07 p.m. by Leighton Stallones.

BOARD MEMBERS PRESENT. Leighton Stallones, Sharon O'Brien and Doyle Krumrey were present. Lea Ann was absent. Also present were, Chief Smith, K Kemp, J Cliett, S Raven, E Stoltz, T Browder, D Bednorz, C Cook, S Morrison, N Ramsey and T Elizondo. Ken Campbell joined at 7:25 p.m.

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

CONSENT ITEMS

4. **BOARD MEETING MINUTES.** Doyle moved to approve the Regular Board Meeting Minutes from March 26, 2013. Sharon seconded. All in favor, motion passed.
5. **SALES TAX REPORT.** Doyle moved to accept the reports from Sales Tax Assurance, LLC. Sharon seconded. All in favor, motion passed.

ACTION ITEMS

1. **CONTRACTING WITH SOUTH HAYS FIRE DEPARTMENT.** Mr. Campbell addressed questions and/or concerns posed by members of the ESD, South Hays Fire Department and Texas Fire Academy. Examples for the organizational chart, if all departments were integrated, were discussed. No decision was made but in each example, the ESD Board would oversee all operations. Sharon presented preliminary drafts of the 2012 financials for SHFD and TFA. There are still many things to consider and investigate 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. Leighton moved to investigate and begin preliminary paperwork to integrate SHFD and TFA by September 30, 2013. Doyle seconded. All in favor, motion passed.
2. **CONSTRUCTION MANAGER AT RISK INTERVIEWS:** The management teams from Turner Construction, Braun Butler Construction and Bartlett Cocke will be interviewed, by the interview committee previously established, at Station 11 on April 26, 2013, beginning at 9:00 a.m.

It was the consensus of the Board to hold a Special Workshop on April 30, 2013, at 4:00 p.m. to discuss the outcome of the interviews of the CMAR's.

3. **REPORT FROM TREASURER.** Sharon presented the final 2012 financials and advised the books are ready for the auditor to review. She also provided financials for March 2013. We have \$876,908 cash on hand. YTD, we are at 25% of our budgeted expenses. We have upgraded to QuickBooks 2013 and the financials look slightly different. Doyle moved to accept the treasurer's report. Sharon seconded. All in favor, motion passed.

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4. **2013 QUARTERLY BUDGET AMENDMENT.** Sharon presented the quarterly amended Budget for 2013. There is a \$4,000 expense for wildland gear that was not covered by the Texas Forest Service grant. Doyle moved to accept the amendments. Sharon seconded. All in favor, motion passed.
5. **REVIEW OF POLICIES.** Tabled until next regular meeting.
6. **DISCUSSION AND ACTION ON PURCHASE ORDER(S) AS FOLLOWS:**
 - a. 1) - No PO's to consider for Ad Valorem Contingency Fund.
 - b. 1) - No PO's to consider for Sales Tax Contingency Fund.
7. **5 YEAR PLAN.** Tabled until next regular meeting.
8. **LAND ACQUISITION.** Sharon advised the City of San Marcos is constructing a new section of waterline in front of the proposed site for the new Central Fire Station. Attorneys are processing documents to transfer the 1 acre tract on Hunter Road to Carma/Brookfield. Once we receive the draft footprint of the new building, we will contact Chaparral Land Surveying to proceed with the topography and tree survey for the 3 acre tract on Hunter Road.
9. **CHIEF'S REPORT.**
 - SHFD – 72 Calls – 281 YTD - 100% of reports are complete / SMART – 0 Calls
 - Burn ban lifted
 - Co-located dispatch update - report from workshop
 - EMS Board Meeting Update
 - WHJ Architects Update
 - Texas Legislation Update
 - CAPCOG 911 Task Force Update - Meeting Wed. 3/27 at CAPCOG
 - Apparatus
 - 2001 Tender Refurbish complete in April
 - 2012 Tender Repair Update
 - 2004 Ford Command 12 transmission ordered
 - 1999 Pierce Engine 15 PM at Siddons
 - Station 12 & 13 – exterior lighting Dealers Elec. quoting LED fixtures / HVAC Energy Management System quote
 - Asst. Chief Raven reported on Training / Membership
 - 2 applications / 66 positions filled with 6 on LOA
 - Training hours - 262.5 Mar / YTD 1674 / Last YTD 11,002.2
 - Staff Time Spent on Emergency Incidents
 - Chief Smith responded to 3 calls / 3.9 hours
 - Asst. Chief Raven responded to 6 calls / 5.2 hours
 - Special Projects
 - Training - Vehicle Extrication/SAFE-D/SCBA Confidence Course/Swiftwater Awareness & Shore Based Ops/Strike Team/Task Force Leader/Wildland Interface Conference/Wildland Tools & Hose Lays
 - Meetings - Gary Job Corps Director & Architect

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- Grants
 - Texas Forest Service
 - Chief Executive Officer \$500 for 1
 - Texas Fire Chiefs Academy \$1,000 for 2
 - TEEEX Municipal School \$4,800 for 8
 - National Fire Academy for Scott Morrison - class, airfare and lodging
 - NWCG - FLHB & IRPG \$91.68 for 12
 - FEMA - 100 Fire Safety Check Lists & Mayday training DVD

10. **EDUCATIONAL MATERIAL FOR SALES TAX ELECTION.** Patti advised all filings and postings are complete for the Sales Tax Election. The educational letter drafted by Cliff Avery was presented for ESD Board signatures. It was the consensus of the Board to mail this letter and a copy of the Notice of Special Election to the 85 registered voters whose names and addresses were provided by Joyce Cowan's office.

11. **SOUTH HAYS FIRE DEPARTMENT BY-LAWS.** Sharon moved to eliminate this agenda item due to the pending decision on integrating South Hays Fire Department into the ESD. Leighton seconded. All in favor, motion passed.

12. **DISCUSSION AND ACTION ON IMPLEMENTING A JUNIOR FIREFIGHTER PROGRAM.**
Tabled until next Regular Board Meeting.

13. **CITIZEN COMMUNICATIONS.** None

14. **REGULAR MEETINGS.** It was the consensus of the Board to hold the regular meetings on the 3rd Tuesday of every month and change the start time to 5:00 p.m. The next meeting will be held at 1401 W. San Antonio St., San Marcos TX on May 21, 2013, at 5:00 p.m.

15. **ADJOURN.** At 9:40 p.m. Doyle moved to adjourn the meeting and Sharon seconded. Meeting adjourned.

Prepared By:
Patti E. Blackson
Administrative Assistant