

**HAYS COUNTY EMERGENCY SERVICES DISTRICT No. 3**  
**BOARD MEETING**  
**OCTOBER 15, 2013**  
**Page 1 of 4**

1. **CALL TO ORDER.** Meeting held at 1401 W. San Antonio Street, San Marcos TX, called to order at 4:05 p.m. by Leighton Stallones.

**BOARD MEMBERS PRESENT.** Present were Leighton Stallones, Sharon O'Brien and Lea Ann Kenworthy. Doyle Krumrey was absent. Also present were Chief Smith, K Kemp, S Morrison, K Price, J Feldott, S Raven, D Bednorz and P Lantigue. Guest was Robert Schneider.

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

CONSENT ITEMS

4. **BOARD MEETING MINUTES.** Special Meetings September 9, 2013 and October 7, 2013 and the Regular Meeting September 17, 2013.
5. **SALES TAX REPORTS.**
6. **QUARTERLY WATER USAGE REPORTS.**

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

ACTION ITEMS

7. **REPORT FROM TREASURER.** Sharon presented financials for September 2013. We have \$637,665 cash on hand. We are at 75% of budgeted expenses. Leighton moved to accept the Treasurer's report. Lea Ann seconded. All in favor, motion passed.

Sharon presented 3<sup>rd</sup> Quarter 2013 Budget Amendments. The Budget now contains three Divisions: Maintenance & Operations (M&O), Training and Sales Tax.

Budget Amendments included, but not limited to, the following:

**M&O Division**

Other Income received:

- FEMA - reimbursement of expenses for the 2011 Labor Day Fires was \$14,649
- Sale of the air trailer, ambulance (dive truck) and the bus was \$14,255
- Insurance claim on E11 was \$7,151

Reallocation of expense items was a net income of \$15,782

Add Depreciation of \$4,000

Less Fixed Asset purchases of \$5,509

Increased the M&O Contingency to a total of \$72,697

**HAYS COUNTY EMERGENCY SERVICES DISTRICT No. 3**  
**BOARD MEETING**  
**OCTOBER 15, 2013**  
**Page 2 of 4**

**Training Division**

Split into 3 sections: Administration, Academy, Volunteers

Revenue and Expenses for each section were calculated and prorated for the remaining 3 months of 2013. Wages for the Academy section will be reassessed and updated with the next budget amendments.

The volunteer member training is now a part of the Training Division (TD) and all volunteer member expenses were moved from the M&O Budget. To cover these expenses, part of the Ad Valorem Revenue was also moved to the TD Budget.

**Sales Tax Division**

Additional revenue \$56,790

Less expenses of \$3,296

Increased the Sales Tax Contingency to a total of \$127,648

Leighton moved to accept the 3<sup>rd</sup> Quarter 2013 Budget Amendments. Lea Ann seconded. All in favor, motion passed.

8. **THE 5-YEAR PLAN.** Sharon presented handouts of the 5-Year Plan to each Board Member, Chief Smith, Asst. Chief Raven, Asst. Chief Bednorz and Asst. Chief Simkin. The forecast indicates we are to be able to build the new central fire station with a total budget of \$5mil, pay \$1mil in cash and finance \$4mil, pay off the note for the tender and save to pay cash for new apparatus according to the rotation schedule. Sharon encouraged everyone to review the handouts carefully and ask questions. Leighton moved to accept the 5-Year Plan. Lea Ann seconded. All in favor, motion passed.
9. **ORGANIZATION CHART CHANGES.** Sharon mentioned the necessity for interaction and communication between the Director of Education position and the Administration Office. Leighton moved to have a line added between the Director of Education and the Administrative Assistant position. Sharon seconded. All in favor, motion passed.
10. **INSURANCE CLAIM ON 2009 ENGINE:** The insurance company of the driver that rear-ended E11 will pay the claim. Discussions ensued about how to rotate apparatus' while E11 is in the repair shop. It was the consensus of the Board to move an engine from our outlying station while repairs are made to E11 and to advise the adjuster we want to reserve the right to rent an engine if another of our other engines has to be taken out of the service.

**HAYS COUNTY EMERGENCY SERVICES DISTRICT No. 3**  
**BOARD MEETING**  
**OCTOBER 15, 2013**  
**Page 3 of 4**

**11. CHIEF'S REPORT.**

- Alarm Data - 78 Calls – 783 YTD - / SMART – 0 Calls
- Situation Report
  - Burn ban off
  - Co-located dispatch update – Board in place – Conley says move ahead
  - EMS board meeting update
- Officer Corps-Chief Dustin Bednorz promotion
- Apparatus
  - E15 at Performance Truck / leaking steering box and rear brake
- Stations-12 & 13 – new signs are installed
- Membership / Training
  - 66 members; 3 support; 2 juniors; 2 removed; 11 applications in process; 1 application rejected
  - Training hours – 793 / YTD 7893 hours / Last Year (2012) 11,002.2
- Certifications –
  - SFFMA Advanced FF - Carroll
  - SFFMA D/O - Stoltz
  - TCFP Intermediate Wildland – Lane, Bednorz
  - TCFP Intermediate FF – Bednorz
  - TCFP Basic Wildland & EMT - Cuellar
- Special Projects
  - Trained Texas Bar Association Group on Evidence Collection
  - NFA Initial Response to Hazardous Materials class
  - Planning committee for February 2014 Texas Fire Chiefs Conference
  - HCFCA passed new county wide SOG on Hostile Operations
- Grants
  - 4 – Swift Boat class TFS
  - 2 – Wilderness Rescue TFS
  - 1 – Center for Domestic Preparedness, TERT
- Injuries – Last injury 11/15/2011

**12. SONIC WALLS FOR STATIONS 12 & 13.** Chief Smith will investigate costs to install sonic walls at Stations 12 & 13.

**13. DISCUSSION AND ACTION ON PURCHASE ORDER(S) AS FOLLOWS.**

- a) 1. – PO #220579 – Leighton moved to have the Multi-gas meter calibrated and the monitor repaired for \$973 from the Ad Valorem Sales Tax Contingency Fund. Lea Ann seconded. All in favor, motion passed.
- b) 1. – No PO's to consider for Sales Tax Contingency Fund.

**14. PRESS RELEASE – NEW STATION.** It was the consensus of the Board to table until the January 2014, Regular Board Meeting.

**15. STATION CONSTRUCTION AND FINANCING.** Sharon advised financing proposals will be presented at the Regular Board Meeting in November.

**HAYS COUNTY EMERGENCY SERVICES DISTRICT No. 3**  
**BOARD MEETING**  
**OCTOBER 15, 2013**  
**Page 4 of 4**

16. **EMPLOYEE HANDBOOK, FORMS AND SOP's.** Doyle and Chief Smith are working on these. Sharon reminded all we are paying an additional \$600 per month to PayChex for assistance developing the employee handbook.
17. **CITIZEN COMMUNICATIONS.** None
18. **REGULAR/SPECIAL MEETINGS.** Meetings to be held at 1401 W. San Antonio St., San Marcos TX. The next Special Meeting will be October 28, 2013, at 4:00 p.m. The next Regular Meeting will be November 13, 2013, at 4:00 p.m.
19. **ADJOURN.** At 5:30 p.m. Sharon moved to adjourn the meeting and Leighton seconded. Meeting adjourned.

Prepared By:  
Patti E. Blackson  
Administrative Assistant