

Comal County Emergency Services District No. 5

Regular Meeting Notes

November 28, 2018

- 1) Call meeting to order
 - a. Vice President Bob Guilbault called the meeting to order at 1728
- 2) Attendance
 - a. Bob Guilbault, Dave Geisbush, Don Hatcher, Robert Evans
- 3) Guests
 - a. Chief Mark Southwell, Ms. Kay Derrich

WORKSHOP AGENDA

- 1) Citizens Comments (limited to 3 minutes per citizen).
 - a. There were no public comments

DISCUSSION / ACTION ITEMS

1. **ACTION AGENDA ITEM:** Discuss, consider and approve the Consent Agenda:
 - a. Discuss and approve monthly bills and invoices (Hatcher);
 - i Comal Appraisal District 1st quarter 2019 \$4050.81 (also received got a refund of \$58.98 from them from 2018 payments)
 - ii Carlton Law Firm \$725
 - b. Discuss and approve the minutes from the October 24, 2018 Board Meeting (Evans)
 - i Commissioner Guilbault Moved that the minutes be accepted as written. don Seconded the motion. The motion was accepted unanimously
2. **ACTION AGENDA ITEM:** Discuss, consider and approve monthly Treasurer's report and accompanying financial reports. (Hatcher/Geisbush/Derrich)
 - a. Ms. Derrich reviewed the financials (accompany)
3. **INFORMATION ITEM:** Receive a monthly operational report and incident summary from BSBES. (Southwell)

- a. Chief Southwell reviewed the operations report (accompanies)
4. **INFORMATION ITEM:** Share and discuss reports on the activities of CCESD#1, CCESD#4, BSBES and related committees. (All)
 - a. Commissioner Guilbault went to the BSBES board meeting for BSBES –
 - i Auditor attended. There was a clean audit for all ESDs,
 - ii BSBES may have a financial short fall due to a 3-payday month in March 2019. We will need to advance payments at that time, but it will not increase total payments for the year.
 - iii Attorney is reviewing the Motorola radio contract. It looks like the county will go with that service.
 - iv Planning for future acquisition of a Computer Aided Dispatch system (CAD)
 - v Planning for a new security system. The system will include cameras and swipe cards for all stations.
5. **DISCUSSION ITEM:** Discuss Board Member responsibilities and assignments. (Turk)
 - a. Commissioner Guilbault passed around board responsibilities draft for comments.
 - i There were no comments
6. **DISCUSSION ITEM:** Discuss Board meeting calendar through 2019. (Evans)
 - a. Tabled
7. **ACTION ITEM:** Discuss, consider and approve BSBES funding request for bunker gear (Mark Southwell)
 - a. Chief Southwell reviewed the needs and explained the increased gear requested. We paired with Canyon Lake and received a quantity discount from the vendor.
 - b. Commissioner Guilbault moved that we approve paying 50% cost of 15 bunker gear and 50% of the additional helmets. Total cost (100%) not to exceed \$57,431.85 (invoice accompanies). Commissioner Geisbush seconded the motion. The motion was approved unanimously.
8. **EXECUTIVE SESSION:**
 - a. There was no executive session
9. **ACTION AGENDA ITEM:** Discuss and approve any decisions to be made from executive session discussions.
10. Discuss agenda, time and dates for next meeting(s) and adjourn;

- a. There will be no December meeting unless something comes up that needs immediate attention.
- b. Next meeting will be held on 23 January 2019 in the Johnson Ranch Substation #3. Meeting will begin at 1730

Commissioner Evans moved that the meeting be adjourned. Commissioner Hatcher seconded the motion. The motion was accepted unanimously.

The meeting was adjourned at 1853.

Recorded by

Robert Evans

Commission Secretary