

# Comal County Emergency Services District No. 5

## Regular Monthly Meeting

January 10, 2018

Attending – Mike Rarick, President; Dan Hamilton, Vice-President; Eldyn Ingerick, Treasurer, Robert Evans, Secretary

Absent – Tom Turk, Assistant Treasurer

1) President Rarick called the meeting to order at 1736

### WORKSHOP AGENDA

1) Citizens Comments (limited to 3 minutes per citizen).

There were No public comments

### DISCUSSION / ACTION ITEMS

2. **ACTION AGENDA ITEM:** Discuss and consider the Consent Agenda:

- a. Approval of the 16 November 2017 regular meeting minutes;
  - i. Commissioner Hamilton made motion to accept subject to correctionof item 5 where Commissioner Rarick is referred to as “Mike” . Correct to read “Commissioner Rarick” . Commissioner Ingerick seconded the motion whichthe motion was approved unanimously.
- b. Discuss and approve monthly bills and invoices;
  - i. Invoice from Carlton Law in the amount of \$1,862.50, Charge was for review of Frost Bank documents in relation to the purchase of the tender and work in association with the Transfer of Assets from BSB ES to H.I.S.
  - ii. Reimbursement of \$1 to Commissioner Rarick for his payment of 2017 lease on Cougar Bend building.
  - iii. Invoice of \$1 from BSB ES for 2018 lease payment on Cougar Bend building.
  - iv. Payment of \$1,275 for registration of 5 Commissioners to attend the SAFE-D conference.

Commissioner Rarick made a motion to approve the above expenses; Commissioner Hamilton seconded the motion, the motion was approved unanimously.

3. **ACTION AGENDA ITEM:** Elect officers for the year 2018:
  - a. President – Mike Rarick
  - b. Vice President – Dan Hamilton
  - c. Treasurer – Eldyn Ingerick
  - d. Secretary – Robert Evans
  - e. Vice Treasurer – Tom Turk
  - f. Commissioner Ingerick moved to accept the slate as presented, Commissioner Rarick seconded, the motion was approved unanimously.
4. Discuss, review, and consider monthly Treasurer’s report and accompanying financial reports;
  - a. Commissioner Ingerick reviewed and commented on the financial report (see accompanying).
  - ~~a.~~ b. Commissioner Rarick moved the financial report be accepted as presented. Commissioner Hamilton seconded the motion which passed unanimously.
5. **ACTION AGENDA ITEM:** Review and consider updated 2017 and 2018 budget;
  - a. Commissioner Ingerick noted the 2017 yYear end budget had been updated on P&L.
  - b. The 2018 budget update is pending.
6. **ACTION AGENDA ITEM:** Appoint representatives of ESD #5 to the board of directors of Bulverde Spring Branch Emergency Services to for 2018 or until their successors are appointed;
  - a. Commissioner Rarick made a motion that he and Commissioner Hamilton continue as the representatives of ~~CE~~ESD#5, Commissioner Hamilton seconded the motion, the motion was approved unanimously.
7. **ACTION AGENDA ITEM:** Review and appoint ESD #5 representatives to Emergency Services Council;

Commissioner Rarick made a motion that he and Commissioner Hamilton act temporarily as representatives pending discussion of the future of the Council. The motion was seconded by Commissioner Ingerick, the motion was approved unanimously.
8. **ACTION AGENDA ITEM:** Appoint ESD #5 representatives to operating committees;
  - a. This item was postponed until committees are identified.
9. **INFORMATION ITEM:** Discuss reports from ESD #5 Council representatives;

- a. These reports are pending decision on the future of the council.

10. **INFORMATION ITEM:** Discuss reports from ESD #5 representatives on the Not-For-Profit Board;

- a. BSB ES financial information;
  - i. The transfer of assets has been completed effective 12/31/2017.
- b. Emergency Services Division financial information is covered in the accompanying financial report.
- c. Incident response, fractile report; (report accompanies).

11. **INFORMATION ITEM:** Discuss reports from Committee representatives, if any: There were no reports.

- a. Apparatus Committee
- b. Finance Committee
- c. Real Estate Committee
- d. Communications Committee
- e. Revenue Sharing Committee

12. **INFORMATION ITEM:** Discuss any items to be brought to the attention of the Not-For-Profit Board;

- a. No items noted.

13. **EXECUTIVE SESSION:**

- Discuss opportunity to sub-lease the Cougar Bend station;
- Discuss legal communications, if any;
- The commission entered executive session at 1825
- The commission exited executive session at 1851

14. **ACTION AGENDA ITEM:** Discuss and approve any decisions to be made from executive session discussions;

- a. Commissioner Hamilton moved that the commission pursue leasing all but the north bay, build a wall to isolate that bay, and that ACB Services be engaged to replace the inoperable propane heater and move it to the north bay. Commissioner Ingerick added an amendment that the cost to replace and relocate the propane heater not exceed \$4,500. Commissioner Rarick seconded the motion as amended. The motion was approved [with Commissioners Hamilton, Ingerick and Evans voting in favor and Commissioner Rarick abstaining. unanimously.](#)
- b. Commissioner Rarick made a motion to appoint Commissioner Hamilton to represent ESD #5 in lease negotiations. Commissioner Ingerick seconded the motion which was approved unanimously.

15. Discuss agenda, time and dates for next meeting(s) and adjourn;

- a. The commission agreed to move the regular monthly meetings to the third Wednesday of each month.
- b. The next meeting will be on 21 February 2018 at the Johnson Ranch substation at 1730.

There being no further business at this time the meeting was Adjourned at 1859