

Comal County Emergency Services District No. 5

Regular Meeting Agenda

February 21, 2018

- 1) Call meeting to order;
 - a. President Rarick called the meeting to order at: 1735
 - b. All commissioners were in attendance
 - c. Guest Dave Bullock

WORKSHOP AGENDA

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

DISCUSSION / ACTION ITEMS (continued)

2. **ACTION AGENDA ITEM**: Discuss and consider Consent Agenda:
 - a. Approve January 10th regular meeting minutes;
 - i Commissioner Hamilton moved the minutes be accepted as presented, Commissioner Rarick seconded the motion, the motion was approved unanimously.
 - b. Discuss and approve monthly bills and invoices;
 - i \$210 to Carlton Legal services for consultation with Commissioner Ingerick
 - ii \$1100 for SAFE-D membership for the commissioners
 - iii \$1561 to VIFS liability insurance policy
 - c. Commissioner Rarick moved to approve the bills subject to Commissioner Ingerick's review of the insurance policy for redundancy. Seconded by Commissioner Hamilton's. Motion was approved unanimously.
3. Commissioner Hamilton suggested that the commission consider establishing policy regarding how and when Commissioners approach legal counsel.
4. Discuss, review, and consider monthly Treasurer's report and accompanying financial reports;

- a. Treasurers Report was reviewed by Commissioner Ingerick. Review by Eldyn
 - b. There were two exceptions to the Profit and Loss Statement (P&L).
 - i Line 60100 Common Provider Fees and Costs: there was a limitation on the amount of money that the provider's bank would allow in at one time. This error has been corrected. The transfer of the balance of the funds will appear on next month's P&L.
 - ii Line 7000 Debt Service Expenses: this was an incorrect entry. It will be corrected on next month's P&L.
5. **ACTION AGENDA ITEM:** Appoint ESD #5 representatives to the following ESD task force / operating committees
- a. Commissioner Rarick moved the following members be representatives to the following task forces. Commissioner Ingerick seconded the motion. The motion was approved unanimously.
 - i Executive Committee Commissioners Rarick and Hamilton
 - ii Finance Committee – Commissioners Ingerick and Rarick
 - iii Capital Acquisitions Committee – Commissioners Turk and Hamilton
 - iv Revenue Sharing Task Force - Commissioners Rarick and Hamilton
6. **INFORMATION ITEM:** Discuss reports from ESD #5 representatives on the Not-For-Profit Board;
- a. BSB ES financial information
 - i This was the first financial after splitting from Training. Both money and equipment were reduced significantly because money and equipment was transferred to training.
 - b. Emergency Services Division financial information;
 - i Commissioner Rarick reviewed the Emergency Services Division financial information.
 - c. Incident response, fractile report;
 - i Chief Southwell reviewed the operations reports.
7. **INFORMATION ITEM:** Discuss reports from Task Force / Committee representatives, if any:
- a. Executive Committee;
 - i There has been discussion about one of the ESDs acquiring the Rodeo Drive building.
 - ii Commissioner Hamilton discussed IT facilities at Rodeo Drive and expected changes to that system.

- iii There have been discussions about needed changes to the county wide communications systems.
- b. Finance Committee; no report
- c. Capital Acquisitions Committee; no report
- d. Revenue Sharing Task Force; no report

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

9. **EXECUTIVE SESSION:**

The commission went into Executive Session at 1832

Discuss real estate matters:

Discuss legal communications, if any;

The Commission exited Executive Session at 1850

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

- a. There was a motion from Commissioner Hamilton that we respond to Provisions that we are interested in pursuing the proposal they have advanced and that we investigate the cost of completing the eleven items they have requested.
 - i Commissioner Turk seconded the motion, the motion was approved unanimously.
 - ii Commissioner Hamilton was tasked with pursuing the agreement with a cap of up to \$15,000 to complete the eleven items
- b. Commissioner Rarick will request Carlton Law provide us with a draft lease agreement.

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

- a. The next meeting will be a joint meeting with the other ESDs. That will be held 20 March at Rodeo Drive at 1700.

12. The meeting was adjourned at 1855.

Recorded by

Robert Evans

Commission Secretary

Approved by the Board at the _____ board meeting