

# Comal County Emergency Services District No. 5

## Regular Meeting Minutes

March 20, 2018

Commissioner Ingerick called meeting to order at 1710

Attendees were Commissioner Eldyn Ingerick, Commissioner Tom Turk and Commissioner Bob Guilbault, Commissioner Robert Evans arrived late

There were no Citizens' comments

### DISCUSSION / ACTION ITEMS

**ACTION AGENDA ITEM:** Discuss and consider Consent Agenda:

2. Approval of the February 21th regular meeting minute was moved by Commissioner Ingerick and seconded by Commissioner Turk. The motion was approved unanimously.
3. Payment of the monthly bills and invoices was moved by Commissioner Turk and seconded by Commissioner Guilbault. The motion was approved unanimously.
4. The monthly Treasurer's report and accompanying financial reports were presented. Commissioner Turk moved the reports be accepted. Commissioner Guilbault seconded the motion. The motion was approved unanimously.
5. **INFORMATION ITEM:** Discuss reports from ESD #5 representatives on the Not-For-Profit Board;
  - a. BSB ES financial information was reported by Commissioner Ingerick
  - b. Emergency Services Division financial information was presented by Commissioner Ingerick
  - c. Incident response, fractile report was presented by Chief Southwell.
6. **INFORMATION ITEM:** Discuss reports from Task Force / Committee representatives, if any:
  - a. Executive Committee – no report
  - b. Finance Committee – no report
  - c. Capital Acquisitions Committee;
    - i Held a meeting on 28 February 2018 to discuss guidelines for capital acquisitions.

d. Revenue Sharing Task Force – no report

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

a. No report

8. **EXECUTIVE SESSION:**

a. The commission went into Executive Session at 1744

- Discuss real estate matters.
- Discuss legal communications, if any.

a. The commission exited executive session at 1800

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

a. Commissioner Evans moved that Commissioner Ingerick be authorized to sign the Letter of Intent. Commissioner Turk seconded the motion. The motion passed unanimously.

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

a. The next meeting 5 will be held Wednesday, the 18 April 2018, beginning at 5:30 PM. at the Johnson Ranch Community Room, 30475 Johnson Way, Bulverde, TX 78163.

b. The meeting adjourned at 1802

Recorded by

**Robert Evans**

Commission Secretary

Approved by the Board at the \_\_\_\_\_ board meeting

# Comal County Emergency Services District No. 5

## Regular Meeting Agenda

March 20, 2018

**NOTICE** is hereby given that a Regular Meeting of the Board of Commissioners of Comal County Emergency Services District No. 5 will be held Tuesday, the 20nd day of March, 2018 beginning at 5:00 p.m. at the Rodeo Drive Meeting Room, 353 Rodeo Drive, Spring Branch, TX, 78070 for the following purposes:

- 1) Vice- President Hamilton called meeting to order at

### WORKSHOP AGENDA

**Public Comments:** In accordance with the Texas Attorney General's opinion, any public comment that is made on an item that is not on the published agenda will only be heard by the Board of Commissioners. No formal action, discussion, nor comment will be made by the Board of Commissioners;

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

### DISCUSSION / ACTION ITEMS (continued)

2. **ACTION AGENDA ITEM:** Discuss and consider Consent Agenda:
  - a. Approve February 21th regular meeting minutes;
  - b. Discuss and approve monthly bills and invoices;
3. Discuss, review, and consider monthly Treasurer's report and accompanying financial reports.
4. **INFORMATION ITEM:** Discuss reports from ESD #5 representatives on the Not-For-Profit Board;
  - a. BSB ES financial information;
  - b. Emergency Services Division financial information;
  - c. Incident response, fractile report;
5. **INFORMATION ITEM:** Discuss reports from Task Force / Committee representatives, if any:
  - a. Executive Committee;

- b. Finance Committee;
  - c. Capital Acquisitions Committee;
  - d. Revenue Sharing Task Force;
6. **INFORMATION ITEM:** Discuss any items to be brought to the attention of the Not-For-Profit Board;
7. **EXECUTIVE SESSION:**
- Discuss real estate matters:
    - a. Potential sub-lease of Cougar Bend facility;
    - b. Potential land acquisition;
  - Discuss legal communications, if any;
8. **ACTION AGENDA ITEM:** Discuss and approve any decisions to be made from executive session discussions;
9. Discuss agenda, time and dates for next meeting(s) and adjourn;

The Board of Commissioners is authorized by the Texas Open Meetings Act to convene in closed or executive session for certain purposes. These purposes include receiving legal advice from its attorney pursuant to Chapter 551.071 of the Texas Government Code; discussing real property matters pursuant to Chapter 551.072 of the Texas Government Code; discussing gifts and donations pursuant to Chapter 551.073 of the Texas Government Code; discussing personnel matters pursuant to Chapter 551.074 of the Texas Government Code; discussing security personnel or devices pursuant to Chapter 551.076 of the Texas Government Code.

If the Board decides to enter executive session regarding any item on this agenda, the Presiding Officer will announce that an executive session will be held and will identify the item to be discussed and the provision from the Open Meeting Act that authorizes the closed or executive session.

*Comal County Emergency Services District No. 5 and the Bulverde-Spring Branch Emergency Services are committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request by calling (830) 228-4501 for assistance and information. Hearing impaired or speech disabled persons equipped with telecommunications devices for the deaf may utilize the statewide Relay Texas Program, 1-800-735-2988.*

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Dan Hamilton, Vice President  
Comal County Emergency Services District No. 5

**Treasurer's Report**

**March 20, 2018**

**New Texas Annual Reports required for Special Purpose Districts**

**Texas Comptroller's Annual Local Debt Report**

**Filed March 13, 2018**

**Texas Financial Public Information Report**

**Filed March 13, 2018**

**Reviewed VFIS Policy – approved**

**Approved Invoice AR Technology \$150.00**

**Balance Sheet**

**All Bank Accounts Reconciled**

**Cash Reserves \$1,210,171.21**

**Tender Acquisition and Funding**

**Expected delivery – End of March**

**invoice received from Motorola – approximately \$20,000**

**Remaining Balance in Funding - \$20,000**

**Income Statement**

**January Common Provider Costs corrected**

**January FB MM Account had income of \$81.00**

**January FB NP Interest expense from Amortization Schedule \$814.01**

**Budget for Appraisal District Fees at \$13,000 annually, should be adjusted to Quarterly**

**Budget for Insurance Expense annually at \$1,639**

10:12 AM

02/16/18

Accrual Basis

**Cornel County Emergency Service District 5  
Profit & Loss Budget Performance  
February 2018**

	Feb 18	Budget	Jan - Feb 18	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
41000 - Ad Valorem Tax Revenue	472,602.18	440,581.00	1,248,484.95	1,005,828.00	1,487,182.00
42000 - State Sales Tax Revenue	40,743.74	31,158.00	74,735.25	82,816.00	979,896.00
<b>Total Income:</b>	<b>513,345.92</b>	<b>472,119.00</b>	<b>1,323,220.18</b>	<b>1,158,644.00</b>	<b>1,841,048.00</b>
<b>Gross Profit</b>	<b>513,345.92</b>	<b>472,119.00</b>	<b>1,323,220.18</b>	<b>1,158,644.00</b>	<b>1,841,048.00</b>
<b>Expense</b>					
60100 - Common Provider Fee and Costs	136,868.00	108,334.00	216,888.00	216,888.00	1,300,008.00
60200 - Appraisal District Fee	3,787.59	0.00	3,787.59	0.00	13,000.00
60400 - Bank Service Charges	5.00		10.00		
62000 - Commissioner Expenses					
62100 - Commissions	2,443.55	6,000.00	3,718.55	6,000.00	6,000.00
62000 - Commissioner Expenses - Other	0.00	100.00	0.00	200.00	1,200.00
<b>Total 62000 - Commissioner Expenses</b>	<b>2,443.55</b>	<b>6,100.00</b>	<b>3,718.55</b>	<b>6,200.00</b>	<b>7,200.00</b>
64700 - Insurance Expense	1,581.00	0.00	1,581.00	0.00	1,838.00
64900 - Office Supplies	0.00		54.11		
66700 - Professional Fees	150.00	1,200.00	380.00	2,400.00	14,400.00
67100 - Rent Expense	0.00		1.80		
68000 - Support Organization Expenses	0.00	1,100.00	1,100.00	1,100.00	1,100.00
70000 - Debt Service Expenses	0.00	0.00	0.00	0.00	21,867.00
73800 - Interest Expense	805.21	805.00	1,619.22	1,819.00	9,183.00
<b>Total Expense</b>	<b>145,426.33</b>	<b>117,539.00</b>	<b>228,879.47</b>	<b>227,987.00</b>	<b>1,288,487.00</b>
<b>Net Ordinary Income</b>	<b>367,919.59</b>	<b>354,580.00</b>	<b>1,094,320.71</b>	<b>930,657.00</b>	<b>472,561.00</b>
<b>Other Income/Expense</b>					
<b>Other Income</b>					
80010 - Interest Income	806.43	333.00	1,516.83	657.00	3,269.00
<b>Total Other Income</b>	<b>806.43</b>	<b>333.00</b>	<b>1,516.83</b>	<b>657.00</b>	<b>3,280.00</b>
<b>Other Expense</b>					
85000 - Other Expenses	0.00	1,000.00	0.00	2,000.00	12,000.00
88100 - Depreciation Expense	12,000.00	12,000.00	24,000.00	24,000.00	144,000.00
<b>Total Other Expense</b>	<b>12,000.00</b>	<b>13,000.00</b>	<b>24,000.00</b>	<b>26,000.00</b>	<b>156,000.00</b>
<b>Net Other Income</b>	<b>-11,193.57</b>	<b>-12,667.00</b>	<b>-22,483.17</b>	<b>-25,343.00</b>	<b>-152,720.00</b>
<b>Net Income</b>	<b>356,726.02</b>	<b>341,913.00</b>	<b>1,071,837.54</b>	<b>905,314.00</b>	<b>319,841.00</b>

10:12 AM  
03/15/18

**Comal County Emergency Service District 5**  
**Statement of Cash Flows**  
January through February 2018

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	<u>Jan - Feb 18</u>
<b>OPERATING ACTIVITIES</b>	
Net Income	1,071,837.54
Adjustments to reconcile Net Income to net cash provided by operations:	
20000 - Accounts Payable	<u>8,422.49</u>
Net cash provided by Operating Activities	1,080,260.03
<b>INVESTING ACTIVITIES</b>	
14900 - Accumulated Depreciation	<u>24,000.00</u>
Net cash provided by Investing Activities	24,000.00
<b>FINANCING ACTIVITIES</b>	
28308 - NP - Tanker	<u>-7,687.76</u>
Net cash provided by Financing Activities	-7,687.76
Net cash increase for period	1,096,572.27
Cash at beginning of period	<u>1,485,480.28</u>
Cash at end of period	<u><u>2,582,052.55</u></u>

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03/15/18

Comal County Emergency Service District 5  
Transaction List by Date  
February 2018

Type	Date	Num	Adj	Name	Memo	Account	Cir	Split	Debit	Credit
Feb 18	02/01/2018	Feb P...				20000 · Accounts P...		60100 · Com...		116,688.00
Bill	02/01/2018	Draft		BULVERDE SPRIN...		10100 · Money Mar...	X	20000 · Accou...		116,688.00
Bill Pmt -Check	02/09/2018			BULVERDE SPRIN...	Deposit	10100 · Money Mar...	X	41000 · Ad Val...	472,602.18	
Deposit	02/09/2018				Deposit	10100 · Money Mar...	X	42000 · State ...	35,289.48	
Bill	02/13/2018	2018...		COMAL APPRAISA...		20000 · Accounts P...		60200 · Appra...		3,787.58
Bill	02/14/2018	02.18...		Frost Bank		20000 · Accounts P...	X	-SPLIT-		4,653.49
Bill Pmt -Check	02/14/2018	Draft		Frost Bank		10310 · Frost Bush...	X	20000 · Accou...		4,653.49
Bill Pmt -Check	02/14/2018	Draft		BULVERDE SPRIN...		10100 · Money Mar...	X	42000 · State ...	5,416.41	
Deposit	02/14/2018				Deposit	10100 · Money Mar...	X	42000 · State ...	57.85	
Deposit	02/20/2018				Deposit	20000 · Accounts P...		-SPLIT-		641.15
Bill	02/26/2018	2018 ...		Den Hamilton		20000 · Accounts P...		-SPLIT-		845.21
Bill	02/25/2018	2018 ...		ELDYN L INGERICK		20000 · Accounts P...		60100 · Com...		20,000.00
Bill	02/26/2018	Jan Pr...		BULVERDE SPRIN...		10200 · Operating ...	X	20000 · Accou...		794.85
Bill Pmt -Check	02/26/2018	CC C...		Courtyard by Marn...	Broadway Cr...	10310 · Frost Bush...	X	60400 · Bank ...		5.00
Check	02/26/2018				Service Charge	10310 · Frost Bush...	X	80010 · Intere...	82.73	
Deposit	02/28/2018				Interest	10310 · Frost Bush...	X	80010 · Intere...	723.70	
Deposit	02/28/2018				Interest	10010 · Money Mar...	X	-SPLIT-		794.85
Bill	02/28/2018	Feb '1...		Courtyard by Marn...	Broadway Cr...	20000 · Accounts P...		64700 · Insura...		1,561.00
Bill	02/28/2018	41452		VFIS of Texas		20000 · Accounts P...		-SPLIT-		362.54
Bill	02/28/2018	2018 ...		Robert Evans		20000 · Accounts P...		66700 · Profes...		150.00
Bill	02/28/2018	49		AR Technology		20000 · Accounts P...		-SPLIT-		
General Journal	02/28/2018	18			Depreciation ...	85100 · Depreciatio...		-SPLIT-	12,000.00	
Feb 18										

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03/15/18

**Comal County Emergency Service District 5**  
**A/P Aging Summary**  
**As of February 28, 2018**

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	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
AR Technology	150.00	0.00	0.00	0.00	0.00	150.00
COMAL APPRAISAL DISTRICT	0.00	3,787.59	0.00	0.00	0.00	3,787.59
Dan Hamilton	841.15	0.00	0.00	0.00	0.00	841.15
ELDYN L INGERICK	845.21	0.00	0.00	0.00	0.00	845.21
Robert Evans	362.54	0.00	0.00	0.00	0.00	362.54
VFIS of Texas	1,561.00	0.00	0.00	0.00	0.00	1,561.00
<b>TOTAL</b>	<u>3,259.90</u>	<u>3,787.59</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>7,147.49</u>

10:12 AM  
02/19/16

Comal County Emergency Service District 5  
A/P Aging Detail  
As of February 29, 2016

Type	Date	Num	Name	Desc	Due Date	Dr/Cr	Agg	Open Balance
Current								
801	02/25/2016	2018...	Don Hamilton	Hotel	03/07/2016	20000 - Accounts Payable		289.40
801	02/25/2016	2018...	Don Hamilton	Miscs & Tolls (800 MScs)	03/07/2016	20000 - Accounts Payable		277.75
801	02/25/2016	2018...	ELDYN L INGERICK	Hotel	03/07/2016	20000 - Accounts Payable		224.20
801	02/25/2016	2018...	ELDYN L INGERICK	Miscs (800 MScs)	03/07/2016	20000 - Accounts Payable		321.51
801	02/25/2016	41462	VFIS of Texas	Property & Casualty Coverage	03/10/2016	20000 - Accounts Payable		1,681.00
801	02/25/2016	2018...	Robert Evans	Miscs 591.4@3.545	03/10/2016	20000 - Accounts Payable		806.96
801	02/25/2016	2018...	Robert Evans	Miscs	03/10/2016	20000 - Accounts Payable		88.88
801	02/25/2016	48	AR Technology	Acct with Board Effects and Outlock 2/10 and 2/10	03/10/2016	20000 - Accounts Payable		460.00
Total Current								3,969.90
1 - 90								
801	02/19/2016	2018...	COMAL APPRAIS...	Annual Contribution-2nd Qtr Pmt	02/28/2016	20000 - Accounts Payable		2,787.50
Total 1 - 90								2,787.50
91 - 90								
Total 91 - 90								
91 - 90								
Total 91 - 90								
> 90								
Total > 90								
TOTAL								6,757.40

10:12 AM

03/15/18

Accrual Basis

## Coral County Emergency Service District 5

## Balance Sheet

As of February 28, 2018

	Feb 28, 18	Jan 31, 18	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
10010 - Money Market Accounts			
10050 - Reserve for Disasters	635,000.00	635,000.00	0.00
10070 - Reserve for Expansion	300,000.00	300,000.00	0.00
10090 - Reserve for Debt Service	62,000.00	62,000.00	0.00
10100 - Money Market - Broadway Bank	1,207,293.92	830,816.00	376,677.92
10010 - Money Market Accounts - Other	2,877.29	2,153.59	723.70
<b>Total 10010 - Money Market Accounts</b>	<b>2,227,171.21</b>	<b>1,849,769.59</b>	<b>377,401.62</b>
10200 - Operating Account - Broadway Bk	8,831.34	9,625.99	-794.65
10300 - Frost Bank			
10310 - Frost Business Checking	306,050.00	310,625.76	-4,575.76
10320 - Frost Public Fund Checking	40,000.00	40,000.00	0.00
<b>Total 10300 - Frost Bank</b>	<b>346,050.00</b>	<b>350,625.76</b>	<b>-4,575.76</b>
<b>Total Checking/Savings</b>	<b>2,582,052.55</b>	<b>2,210,021.34</b>	<b>372,031.21</b>
<b>Other Current Assets</b>			
11300 - Ad Valorem Tax Receivables	797,650.30	797,650.30	0.00
11400 - Other Ad Valorem Tax Receivable	547,881.42	547,881.42	0.00
12100 - Deposit on Fixed Asset	315,203.00	315,203.00	0.00
<b>Total Other Current Assets</b>	<b>1,660,534.72</b>	<b>1,660,534.72</b>	<b>0.00</b>
<b>Total Current Assets</b>	<b>4,242,587.27</b>	<b>3,870,556.06</b>	<b>372,031.21</b>
<b>Fixed Assets</b>			
14100 - Fire Apparatus	1,754,368.64	1,754,368.64	0.00
14200 - Equipment	173,898.97	173,898.97	0.00
14400 - Building and structures	21,228.31	21,228.31	0.00
14600 - Accumulated Depreciation	-1,442,121.40	-1,430,121.40	-12,000.00
<b>Total Fixed Assets</b>	<b>507,442.52</b>	<b>519,442.52</b>	<b>-12,000.00</b>
<b>TOTAL ASSETS</b>	<b>4,750,029.79</b>	<b>4,390,028.58</b>	<b>360,031.21</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
20000 - Accounts Payable	7,147.49	0.00	7,147.49
<b>Total Accounts Payable</b>	<b>7,147.49</b>	<b>0.00</b>	<b>7,147.49</b>
<b>Other Current Liabilities</b>			
21300 - Deferred Revenue	1,425,446.43	1,425,446.43	0.00
22100 - Accrued Interest Payable	1,892.01	1,892.01	0.00
<b>Total Other Current Liabilities</b>	<b>1,427,338.44</b>	<b>1,427,338.44</b>	<b>0.00</b>
<b>Total Current Liabilities</b>	<b>1,434,485.93</b>	<b>1,427,338.44</b>	<b>7,147.49</b>
<b>Long Term Liabilities</b>			
28100 - NP - Ferrara Fire Truck	150,807.54	160,807.54	0.00
28300 - NP - Tanker	347,515.24	351,363.52	-3,848.28
<b>Total Long Term Liabilities</b>	<b>498,322.78</b>	<b>502,171.06</b>	<b>-3,848.28</b>
<b>Total Liabilities</b>	<b>1,932,808.71</b>	<b>1,929,509.50</b>	<b>3,299.21</b>
<b>Equity</b>			
21000 - Fund Balance	95,626.16	95,626.16	0.00
32000 - Retained Earnings	1,849,757.38	1,849,757.38	0.00
Net Income	1,071,837.54	715,105.54	356,732.00
<b>Total Equity</b>	<b>2,817,221.08</b>	<b>2,460,488.08</b>	<b>356,732.00</b>

10:12 AM  
03/15/18  
Accrual Basis

**Comal County Emergency Service District 5**  
**Balance Sheet**  
**As of February 28, 2018**

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	<u>Feb 28, 18</u>	<u>Jan 31, 18</u>	<u>Change</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u>4,750,029.75</u>	<u>4,389,898.55</u>	<u>360,031.21</u>

## Feb 2018 Operations Report

Initial call volume 230 up 12.95 from 2017. YTD up 15%. Transports up 19.23% YTD

Department fracture response 88.27%; Fire apparatus response 92.45%; EMS responses 86.98%. Lack of station 4 staffing primary cause for lower fracture.

0 – In-district structure fires.

3 – Mutual aid structure fires

2 - Fire related Public service;

27 - MIH contacts this month;

4 - Standby events;

4 - Priority 1 transports

0 - Stroke alerts

0 - Heart alerts, dispatch to destination avg.

8 - Ambulance activations; 3 -transport

6 – EMS mutual aid / 1 transports;

8/28 – Station 4 days staffed for the month; Staffed 29%.

0 - Vehicle incident

0 – Injury

Staffing – 2 open slots 24hr, 2 open slots station 4, 1 out on medical not expected to return, 1 leaving end of March

Two full time FF/Para Hiring hired last month are near completion of the FTBP program.

26 People in hiring process this week



	Initial Call Volume			Practice			Transports		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
January	293	220	262	85.28%	81.08%	89.26%	87	100	113
February	385	200	259	52.67%	51.80%	80.17%	80	81	104
March	202	219		90.27%	89.67%		100	93	
April	181	237		89.66%	89.18%		89	118	
May	229	258		89.28%	91.28%		111	109	
June	210	264		81.05%	89.89%		102	105	
July	302	267		89.67%	92.74%		100	104	
August	185	232		95.81%	94.96%		89	100	
September	295	204		93.07%	93.63%		81	81	
October	178	204		80.89%	92.89%		87	98	
November	168	255		86.63%	87.35%		74	107	
December	169	278		80.63%	86.87%		85	100	
	2344	2808	402				1121	1198	217

YTD 2017 480  
Variance 14.95%

YTD 2017 102  
Variance 19.23%