

Minutes
Joint Session ESD1, ESD4, ESD5
March 20, 2018

by 3/26/18

1. Call meeting to order

The meeting was called to order by Bill Gonser at 6:05 PM.

2. Introductions by ESD and complete contact information

Each Commissioner introduced themselves and a signup sheet was passed to ESD Commissioners to get contact information. See Attachment #1.

3. History of Joint Sessions and dissolving of the Council

Paul Graf gave a history of the various agreements that allow the ESDs to work together and share assets and a service provider (BSBES). The Interlocal Agreement establishes the Council and the decision to continue with that Agreement was deferred to the next meeting which is scheduled before the automatic renewal on September 30, 2018. Paul recommended that each Commissioner should review the Interlocal Agreement and the Joint Service Providers Agreement. Bret Barnett pointed out that two of the reasons to eliminate the Council. The first is most of the Council Committees are duplicated at the Service Provider's Board. Also, it is difficult to get Commissioners to serve on all of these committees. See Attachment #2 for Paul's handout.

4. BSBES Report

Bret Barnett explained that last year BSBES reorganized spinning off the educational division. The number of board members was reduced to 6 ESD Commissioners and 1 at large member. He also reminded everyone the Annual Meeting is schedule for 3/24/2018.

5. BSBES Monthly Operations Report

Chief Southwell presented the February 2018 Operations Report. See Attachment #3.

Kay Derrich presented BEBES's current financial report. See Attachment #4.

6. Committee Reports

6.1. ESD Executive Committee

Nothing to report

6.2. Financial Planning Committee

Nothing to report

6.3. Capital Acquisitions Committee

Bill Gonser reviewed the minutes of the committee. See Attachment #5

6.4. Dispatch Communications Task Force

Nothing to report

6.5. Cost Sharing Task Force

Nothing to report

7. Open Floor for Commissioner's Comments

There was a discussion about the committees and who serves on them. A list should be published.

Exemptions for Freeport and Goods-In Transit taxes were discussed. Currently Freeport taxes are not collected while Goods-In Transit are collected. No changes were recommended.

8. Develop any Joint Session Recommendations

No recommendations

9. Vote on Recommendations

No votes

10. Set Date and Time for Next Meeting

The next meeting will be hosted by ESD #4 at 6:00 PM on Monday June 18, 2018.

11. Adjourn or Adjourn to ESD Meetings

The meeting was adjourned at 7:15 PM

Attachment #1

Sign Up Sheet		Joint Session 3/20/2018	
ESD	Name	Position	E-mail Address
ESD 1	Bill Gonser	President	president@ccesd1.com
ESD 1	Mark Schmalz	Vice President	mschmalz@ccesd1.com
ESD 1	Pat Feely	Secretary	patfeely@ccesd1.com
ESD 1	Rhonda Zunker	Treasurer	rhonda@ccesd1.com
ESD 1	Brad McMinn	Assistant Treasurer	bradm@ccesd1.com
ESD 4	Paul Graf	President	pgraf@ccesd4.com
ESD 4	Joshia Dean	Vice President	joshia@ccesd4.com
ESD 4		Secretary	
ESD 4	Deena Clausen	Treasurer	deena@ccesd4.com
ESD 4		Assistant Treasurer	
ESD 5		President	
ESD 5		Vice President	
ESD 5	Robert Evans	Secretary	rob@ccesd5.com
ESD 5	Eldyn Ingerick	Treasurer	eldyn@ccesd5.com
ESD 5	Tom Turk	Assistant Secretary	tom@ccesd5.com
ESD 5	Robert Gvilbault		rob@ccesd5.com

1. Interlocal Agreement signed October 14, 2013. (JSPA effective March 29, 2014.)
2. Between 3 ESD's. (Note that NP not a Party to the agreement.)
3. Two Representatives from each ESD.
4. Initially to share and "utilize equipment and facilities of another Party".
5. Established subcommittees to conduct studies and prepare recommendations on Finance, Planning, Personnel, and Communications & Technology, any other areas determined by Council.
6. Also, to review budgets and staffing plans initially. (Pre-JSPA.)
7. All decisions and recommendations required affirmative vote of 5 of 6 appointed members.
8. After JSPA signed, Council evolved to a communication tool for Commissioners not on NP board, as well as apparatus and facilities planning, financial planning, and County ESD coordination.
9. Term—Through Sept. 30, 2018. Automatically renews for one-year terms unless written notice by any Party at least 90 days before the expiration.
10. No assignability without consent.

Mar. 20, 2018

Feb 2018 Operations Report

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

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

- 0 – In-district structure fires.
- 3 – Mutual aid structure fires
- 2 - Fire related Public service;
- 27 - MIH contacts this month; 17 different people
- 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 – 1 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 FTEP program.

26 People in hiring process week of 3/9.

Memorandum for the Chief of Police, Fire Department, and EMS Department
Subject: February 2018 Operations Report

Prepared by: [Name]

Memorandum for the Chief of Police, Fire Department, and EMS Department

2018 Monthly BSB

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Total Initial calls :	262	230											492
Total Transports :	113	104											217
Of Total Transports # By Air:	1	1											2
Total Medical:	136	116											252
Total Trauma:	30	26											56
Total MVA:	21	26											47
Total Wildland fire:	6	6											12
Total Structure fire:	4	0											4
Total Fire other:	38	21											59
Total Fire Mutual aid:	3	10											13
Total canceled / false calls	24	25											49
	12 Fire / 12 Fire	10 Fire / 6 EMS											
Total Initial Calls	262	230											492
Average Scene Time EMS MIN:SEC	16.2	16.15											16
Average Destination Time EMS MIN:SEC	22.1	22.3											22.2
Average Transport Time EMS MIN:SEC	26.4	26.2											26.3
Average Time On Task EMS MIN:SEC	75.15	75.12											75.135
Fractile Percentage ALL	88.26%	88.27%											88.265%
AMBULANCE ACTIVATIONS	5	8											13
AMBULANCE TRANSPORTS	1	3											4
Mutual Aid to other EMS	5	6											11
Mutual Aid Transports	1	1											2
Priority 1 transports	9	4											13
Heart Alert Dispatch to ER AVG	0	0											0
Stroke Alert Dispatch to ER AVG	48.25	0											48.25
Stroke Alert Scene time AVG	15.5	0											15.5
Standby Events	3	4											7
MIH (Mobile Integrated Health) formally CHI	15	27											42
LINK VISITS													
Fire community work	4	2											6

	Initial Call Volume			Fractile			Transports		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
January	193	220	262	86.29%	91.46%	88.26%	87	100	113
February	185	208	230	93.87%	91.80%	88.27%	90	82	104
March	202	219		90.27%	89.47%		109	93	
April	191	237		89.66%	89.18%		88	113	
May	223	253		88.26%	91.20%		111	109	
June	210	244		91.05%	89.60%		102	105	
July	248	287		89.67%	92.74%		109	104	
August	185	222		93.41%	94.30%		88	104	
September	165	204		89.47%	93.82%		91	91	
October	176	204		90.80%	92.53%		87	90	
November	183	235		86.90%	87.39%		74	107	
December	183	275		90.63%	89.87%		85	100	
	2344	2808	492				1121	1198	217

YTD 2017 428
Variance 14.95%

YTD 2017 182
Variance 19.23%

Bulverde Spring Branch Emergency Services
Statement of Financial Position

As of February 28, 2018

Attachment #4

Feb 28, 18

ASSETS

Current Assets

Checking/Savings

1170 · First United - Temp Restricted	28,304
1135 · Vantage Bank (Operations-ES)	249,651
1140 · Vantage (MMA #4400006944)	5,191
1150 · TX Regional Bank (Admin)	9,144
1160 · Broadway Bank (Education)	34,770
1165 · First United CD #1658420	21,044

Total Checking/Savings 348,104

Accounts Receivable 276,468

Other Current Assets 83,217

Total Current Assets 707,789

Fixed Assets

1551 · HOLD FOR SALE - Building	330,000
1505 · Bunker Gear (Purchase of new bunker gear)	144,459
1400 · Furniture and Equipment	381,606
1500 · Apparatus & Equipment	922,172
1550 · Building and Improvements	3,760,395
1600 · Land	79,375
1800 · Accumulated Depreciation	(1,457,569)

Total Fixed Assets 4,160,438

TOTAL ASSETS 4,868,226

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable	192,046
Credit Cards	109
Other Current Liabilities	163,653

Total Current Liabilities 355,809

Long Term Liabilities

2610 · Note Payable - Central Station	608,238
2630 · Note Payable - LP15 Western EQ	-
2640 · Note Payable-Dell Workstations	5,365
2650 · Note Payable - Dell Server	-

Total Long Term Liabilities 613,603

Total Liabilities 969,411

Equity

30000 · Opening Balance Equity	5,111,586
32000 · Unrestricted Net Assets	(1,207,040)
Net Income	(5,731)

Total Equity 3,898,815

TOTAL LIABILITIES & EQUITY 4,868,226

Bulverde Spring Branch Emergency Services
Profit & Loss Budget vs. Actual
January through February 2018

	<u>Jan - Feb 18</u>	<u>Budget</u>	<u>Vs. Budget</u>
Ordinary Income/Expense			
Income			
3000 · Income			
3100 · ESD #1	370,000	371,430	(1,430)
3200 · ESD #4	228,000	226,986	1,014
3300 · ESD #5	216,668	216,668	-
3400 · Fire & EMS Billing	107,186	96,700	10,486
3500 · Grants, Memberships, Donations	4,724	2,200	2,524
Total 3000 · Income	<u>926,578</u>	<u>913,984</u>	<u>12,594</u>
Total Income	<u>926,578</u>	<u>913,984</u>	<u>12,594</u>
Gross Profit	<u>926,578</u>	<u>913,984</u>	<u>12,594</u>
Expense			
5000 · Core Operating Expenses			
5100 · Administration & Overhead			
5101 · Billing Service Fees	-	2,166	(2,166)
5102 · Medical Direction	4,166	3,334	832
5103 · Professional Fees	14,829	15,680	(851)
5104 · Annual Audit	-	-	-
5105 · Bank Fees & Interest	3,979	3,976	3
5106 · Insurance (WC Only)	16,400	16,334	66
5107 · Other Insurances (Property/Gen)	6,780	7,800	(1,020)
5109 · Public Relations	(160)	2,516	(2,676)
5110 · Christmas Party	-	834	(834)
5111 · Service Contracts / IT	15,494	25,013	(9,519)
Total 5100 · Administration & Overhead	<u>61,488</u>	<u>77,653</u>	<u>(16,165)</u>
5200 · Training & Certifications			
5201 · Educational Expenses	(255)	580	(835)
5204 · Meeting & Staff Development	17,945	35,551	(17,606)
Total 5200 · Training & Certifications	<u>17,690</u>	<u>36,131</u>	<u>(18,441)</u>
5300 · Operating Costs			
5301 · Operations Supplies - Medical			
5301.2 · Oxygen	820		
5301.3 · Airway	3,061		
5301.4 · Personal Protection Equipment	1,561		
5301.6 · Wound Care	458		
5301.7 · IV Equipment & Sharps	2,747		
5301.8 · Equipment (Non-Disposable)	854		
5301.9 · Drugs	5,279		
5301.10 · Diagnostic Disposables	3,193		
5301 · Operations Supplies - Other	-	16,800	(16,800)
6500 · Operational Supplies - FIRE			
6501 · Uniforms - Daily Uniforms	3,332	4,170	(838)
6502 · Bunker Gear - Disposables	13,060	1,600	11,460
6503 · Outerwear - Weather Gear	2,362	434	1,928

Bulverde Spring Branch Emergency Services
Profit & Loss Budget vs. Actual
January through February 2018

	<u>Jan - Feb 18</u>	<u>Budget</u>	<u>Vs. Budget</u>
6505 · Bunker Gear - Rental		834	(834)
6500 · Uniforms - Other (Patches etc.)	154	166	(12)
Total 5301 · Operations Supplies	36,881	24,004	12,877
5302 · Equipment	1,351		
5303 · Building & Equipment - M&R	8,756	13,360	(4,604)
5304 · Building Supplies	2,895	6,330	(3,435)
5305 · Utilities - Stations	25,921	22,390	3,531
5306 · Office	365	1,180	(815)
5307 · Equipment Lease Office Equip	1,002	1,918	(916)
5308 · Equipment M&R - Office Eqpt	132		
5309 · Vehicle - Fuel Expense	10,608	10,160	448
5310 · Vehicle - Maintenance & Repairs	21,804	25,170	(3,366)
5311 · Vehicle - Insurance	4,900	5,000	(100)
Total 5300 · Operating Costs	114,615	109,512	5,103
Total 6000 · Core Operating Expenses	193,793	223,296	(29,503)
6000 · Staffing			
6100 · Payroll	554,822	548,945	5,877
6200 · Payroll Taxes & Fees	50,525	51,508	(983)
6300 · Benefits	96,380	111,378	(14,998)
Total 6000 · Staffing	701,727	711,831	(10,104)
7000 · Deploy/Disaster Response <i>people with no money</i>	(6,392)		
Total Expense	889,128	935,127	(45,999)
Net Income from Operations	37,450	(21,143)	58,593
Non-Cash/Non-ESD Funding			
5109 · MIH Outreach	12,500	834	11,666
8600 · Depreciation Expense	30,680	13,984	16,696
Net Income	(5,730)	(35,961)	30,231

Bulverde Spring Branch Emergency Services
Statement of Cash Flows
January through February 2018

	<u>Jan - Feb 18</u>
OPERATING ACTIVITIES	
Net Income	(6,286)
Adjustments to reconcile Net Income to net cash provided by operations:	
1310 · Accounts Receivable - Training	84,135
1315 · Accts Rec - Emergency Services	1,125
1312 · Training A/R - H.I.S. Centre	(84,135)
1300 · Prepaid Insurance	10,143
1305 · Prepaid Expense	3,546
1307 · H.I.S. Centre	12,514
1800 · Accumulated Depreciation	30,680
2050 · Accounts Payable	(87,038)
1181 · Visa 4462	(411)
1182 · Visa 9347	(1,258)
1183 · Visa 2994	(3,709)
1184 · Home Depot	(821)
2502 · Retirement Deduction Payable	13,913
2565 · Accrued Expenses	75,166
2590 · Workers Comp	(8,184)
2505 · FSA - Medical	(420)
2504 · AFLAC Deductions	(28)
Net cash provided by Operating Activities	<u>38,931</u>
INVESTING ACTIVITIES	
1505 · Bunker Gear	(3,879)
Net cash provided by Investing Activities	<u>(3,879)</u>
FINANCING ACTIVITIES	
2610 · Note Payable - Central Station	(9,958)
Net cash provided by Financing Activities	<u>(9,958)</u>
Net cash increase for period	25,094
Cash at beginning of period	<u>323,010</u>
Cash at end of period	<u><u>348,104</u></u>

4

Minutes
Capital Acquisition Committee
February 28, 2018

3

Attachment # 5

The first meeting of the Capital Acquisition Committee was held in the Station 1 Conference Room. Bill Gonser ESD1, Josh Dean ESD4, Chief Southwell, Chief Torres and David Powell were present.

1. Bill Gonser offered to continue as Chairman until more ESD members are present.
2. The group developed objectives for 2018.
 - a. Prepare criteria to be used in the development recommendations for the replacement of vehicles. Bill Gonser presented some documents from the SAFE-D Conference that can be used to recommend replacement. Gonser, Torres and Powell will work on this.
 - b. Prepare specifications for all capital items over \$5,000.00 to include vehicles, bunker gear, tablets, medical equipment and any others. Torres and Powell will follow up.
 - c. Develop criteria for a ladder truck and make a recommendation on its purchase. Dean, Gonser and Southwell will pursue this item.
 - d. Develop a specification for a ladder truck. Dean, Gonser and Southwell will work on this.
 - e. Conduct a study on relocating an ambulance box to a new chassis and make a recommendation. Gonser and Southwell will pursue this item.
 - f. Identify all capital acquisitions necessary for Station #4. Dean, Gonser and Southwell will develop this list.
3. Review the current apparatus projections and costs. Bill Gonser presented the last update that was prepared in mid 2017. The document will be updated again as soon as progress is made on identifying replacement, modified and new equipment identified by the above studies.
4. Review the current operation and maintenance cost summary. Chief Southwell presented an updated version which will be used in developing recommendations on replacement equipment.
5. Adjourn