

Comal County Emergency Services District No. 5

Regular Meeting Minutes

July 25, 2018

- 1) Call meeting to order – President Turk called the meeting to order at 1730
- 2) Attending were Tom Turk, Robert Evans, Bob Guilbault, Don Hatcher
- 3) Absent – Dave Geisbush
- 4) Guest: Chief Torres, Kay Derrich

WORKSHOP AGENDA

- 1) Citizens Comments (limited to 3 minutes per citizen) – there were no public comments

INFORMATIONAL / DISCUSSION / ACTION ITEMS

1. **INFORMATION ITEM:** Opening comments (Turk)
 - a. Welcome Commissioner Don Hatcher
 - i. Commissioner Hatcher gave biographical comments
2. **ACTION AGENDA ITEM:** Discuss, consider and approve the following:
 - a. June 16, 2018 Regular Meeting and July 11, 2018 Special Meeting minutes (Evans);
 - i. Commissioner Guilbault made a motion to accept the minutes as written. Commissioner Turk seconded the motion. The motion was passed unanimously
 - b. Monthly bills and invoices (Geisbush/Derrich);
 - i. There was one invoice for the two radios as previously approved. The amount was \$10,600 Commissioner Evans made a motion that the invoice be paid. Commissioner Guilbault seconded the motion. The motion was approved unanimously.
3. **ACTION AGENDA ITEM:** Discuss, consider and approve monthly Treasurer’s report and accompanying financial reports. (Geisbush/Derrich)
 - a. Ms. Derrich reviewed the financials (copy accompany). There was some discussion. Commissioner Guilbault made a motion that the financial report be accepted. Commissioner Hatcher seconded the motion. The motion was accepted unanimously.
4. **INFORMATIONAL ITEM:** Monthly briefing on BSBES operations. (Southwell)

- a. Chief Torres reviewed the monthly Operations Report (copy accompanies).
5. **INFORMATION ITEM:** Briefing on ongoing BSBES and ESD#1, ESD#4 and ESD #5 activities including committee reports and other items of interest.
 - a. Chief Torres described a network provided by FEMA and AT&T that provides a frequency for emergency departments. The network guarantees uninterrupted communications. There is one phone each station and one mobile in each vehicle.
 - b. Commissioner Guilbault reported from BSBES meeting that ESD# 4 is working toward purchasing the Rodeo Drive building.
 - c. Commissioner Turk reported that BSBES has made changes to 401K funding for employees
6. **INFORMATION ITEM:** Briefing on overall approach, steps, requirements and timeline related to purchasing a new fire engine. (Guilbault)
 - a. Commissioner Guilbault reviewed VEHICLE PURCHASE PROCEDURES (copy accompanies)
7. **INFORMATIONAL ITEM:** Briefing on the Records Retention Policy for ESD#5. (Evans)
 - a. Commissioner Evans reviewed the state requirements for records retention and passed out a list for consideration at the next meeting.
8. **ACTION AGENDA ITEM:** Discuss, consider and approve the 2019 Budget for ESD#5. (Turk/Derrich)
 - a. Commissioner Turk and Ms. Derrich presented the 2019 proposed budget. There was discussion and some changes. (adopted version accompanies). Commissioner Guilbault made a motion to accept the budget as amended. Commissioner Hatcher seconded the motion. The motion was accepted unanimously.
9. **EXECUTIVE SESSION:** entered at 1900, returned 1920
10. **ACTION AGENDA ITEM:** Discuss, consider and approve any decisions to be made from executive session discussions.
 - a. There were none
11. **ACTION AGENDA ITEM:** Elect a Treasurer and assign Commissioners to standing committees.
 - a. Tabled to next meeting with full commission present
12. **DISCUSSION ITEM:** Discuss agenda, time and dates for next meeting(s) and adjourn.
 - a. There will be a Special meeting on 31 July 2018 to deal with the effective tax rate. Meet at 1730 in the Johnson Ranch station.
 - b. Move the regular meeting to the 4th wed of each month. The next regular meeting will be 22 August 2018 at 1730 in the Johnson Ranch Station.
13. There being no further business the meeting was adjourned at 1926.