

Comal County Emergency Services District No. 5

Regular Meeting Minutes

September 26, 2018

- 1) Call meeting to order; President Turk called the meeting to order at 1730
 - a. Attendance: Tom Turk, Robert Evans, Dave Geisbush, Bob Guilbault, Don Hatcher
 - b. Guests: Chief Mark Southwell, Kay Derrich

WORKSHOP AGENDA

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

DISCUSSION / ACTION ITEMS

1. **ACTION AGENDA ITEM:** Discuss, consider and approve the Consent Agenda:
 - a. Discuss and approve monthly bills and invoices (Hatcher);
 - i \$511.00 to reimburse the Non-Profit for the tax notice in the Herald Zeitung
 - ii \$682.50 to pay invoice from M&S for field work
 - iii \$70.00 to pay invoice for legal fees from Carlton law firm
 - iv Commissioner Hatcher made a motion to pay the invoices as presented. Commissioner Guilbault seconded the motion. The motion was approved unanimously.
2. **ACTION AGENDA ITEM:** Discuss, consider and approve monthly Treasurer's report and accompanying financial reports. (Hatcher/Derrich)
 - a. **AGENDA ACTION ITEM:** Discuss, consider and approve authorizing the execution of loan documents for the purchase of a new fire engine. (Guilbault)
 - i Commissioner Guilbault received the response from John Carlton today. In John Carlton's opinion there is no problem with the loan as written. The initial amount for the engine will be \$693,000. We are budgeting around \$170,000 for loose equipment. The interest on the \$693,000 will begin at the inception of the loan. Interest on the \$170,000 will not begin until that money is accessed. The loan will be repaid over 7 years with annual payments. Chief Southwell mentioned that he would use any acceptable loose equipment on hand and would shop for the various items thereby possibly coming in under the \$170,000 figure.

- ii Commissioner Hatcher made a motion to approve the transaction and to authorize Commissioner Guilbault to execute the loan documents. Commissioner Geisbush seconded the motion. The motion was approved unanimously.
 - b. **FINANCIAL REPORTS** Ms. Derrich reviewed the financials (attached). Commissioner Guilbault made a motion to accept the financial information as reported. Commissioner Hatcher seconded the motion. The motion was approved unanimously.
3. **INFORMATION ITEM:** Receive a monthly operational report and incident summary from BSBES. (Southwell)
- a. Chief Southwell reviewed the operational report and incident summary (attached).
 - b. There was a discussion about current and future use of the trailer currently being used at station 4
4. **INFORMATION ITEM:** Share and discuss reports on the activities of CCESD#1, CCESD#4, BSBES and related committees. (All)
- a. ESD#5 will host the 24 October joint meeting.
 - i Commissioner Geisbush volunteered to coordinate with Jo Zuercher for room, food, etc.
 - b. Commissioner Guilbault suggested an ID card for the commissioners. Chief Southwell replied that we are in the process of developing a proximity system. He is just waiting for some hardware to be installed. In the meantime, he could have a hard copy printed if needed.
 - c. There is a master planning meeting scheduled for 30 November and 1 December. All commissioners are expected to attend. There will be more information to come.
5. **DISCUSSION ITEM:** Discuss Board Member responsibilities and assignments. (Turk)
- a. Commissioner Turk suggested that there should be a job description for each position on the commission.
 - b. Commissioner Guilbault suggested that there should be a Policy and Procedures manual and then job descriptions would flow from that document.
 - i Commissioner Guilbault volunteered to research Policy and Procedures basics.
 - c. Commissioner Turk requested that each commissioner make a bullet list of duties for that position and report back at 24th October meeting
6. **ACTION ADENDA ITEM:** Discuss, consider and approve items and practices related to the ESD#5 Records Retention Policy. (Evans)

- a. Commissioner Evans requested feedback on the proposed list of records to be retained under the state retention schedule. There were no dissenting opinions.
 - i. Commissioner Guilbault made a motion to adopt the proposed list of records for retention (attached). Commissioner Hatcher seconded the motion. The motion was passed unanimously.

7. **EXECUTIVE SESSION:**

- a. Entered executive session 1832
- b. Discuss real estate matters
 - i. Honey Creek Area Station Site Selection (Turk)
- c. Discuss legal communications, if any (Turk)
- d. Discuss Personnel Matters, if any (Turk)
- e. Closed the executive session at 1908

8. **ACTION AGENDA ITEM:** Discuss and approve any decisions to be made from executive session discussions. No motions were required

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

- a. The next meeting will be a joint ESD meeting at Rodeo Dr station to begin at 1700 on 24 October.

There being no further business the meeting was adjourned at 1913

Recorded by

Robert Evans

Commission Secretary