

**COMAL COUNTY**  
**EMERGENCY SERVICES DISTRICT #5**

**BOARD OF COMMISSIONERS**

**Board Meeting Minutes, March 17, 2016**

A Regular meeting of the ESD #5 Board was held at the Emergency Services Building at 353 Rodeo Drive, Spring Branch, Texas 78070 on Thursday, the 17<sup>th</sup> day of March, 2016.

**Discussion/Action Items**

**1. Call meeting to order;**

Having been duly posted, the meeting was called to order at 5:27 p.m. by Mr. David Bullock (President, ESD #5) with all Commissioners present (Barr, Bullock, Ingerick, Rarick and Wilcox).

**Workshop Agenda**

1. **Citizen Comment:** No citizen comments were offered.

**Discussion/Action Items (cont.)**

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

- a. Mr. Bullock asked for any corrections or additions to the February 25<sup>th</sup>, 2016 regular meeting minutes. None were noted.
- b. Mr. Wilcox made a motion that the February 25<sup>th</sup>, 2016 minutes be approved as presented.
- c. Mr. Rarick seconded the motion. The motion passed by unanimous consent.
- d. Mr. Bullock asked for any corrections or additions to the March 2<sup>nd</sup>, 2016 special meeting minutes. None were noted.

- e. Mr. Wilcox made a motion that the March 2<sup>nd</sup>, 2016 minutes be approved as presented.
- f. Mr. Rarick seconded the motion. The motion passed by unanimous consent.
- g. Mr. Ingerick presented monthly bills for consideration including reimbursements to Commissioners for costs associated with attending the recent SAFE-D conference, an invoice from the Carlton Law Firm and an invoice from Metro Fire for equipment related to the recently purchased brush truck.
- h. Mr. Rarick made a motion to approve the above referenced invoices as presented.
- i. Mr. Barr seconded the motion. The motion passed by unanimous consent.

**3. Discuss, review and consider monthly financial reports.**

- a. The End of Month (EOM) Profit and Loss Budget Performance as of February 29<sup>th</sup>, 2016 (Atch 1) reflects net income for the month of February, 2016 of \$313,834.93 versus a budgeted net income of \$307,592.65. On a year-to-date basis, net income through February 29<sup>th</sup>, 2016 is \$862,880.52 versus a budgeted net income of \$828,401.53. This increase was primarily due to Ad Valorem tax revenue exceeding budget.
- b. The EOM Balance Sheet as of February 29, 2016 (Atch 2) reflects Total Assets of \$3,244,198.25 with Fixed Assets (with depreciation) totaling \$459,009.32. Total Liabilities are noted at \$1,529,615.88. Total Equity on hand is \$1,714,582.37.
- c. The Statement of Cash Flows (Atch 3) through February 29, 2016 reflects total cash on hand of \$1,608,599.72, an increase of \$844,341.17 for the period.

**4. ACTION AGENDA ITEM: Discuss and approve payment of Front Porch News Invoice.**

- a. Mr. Ingerick discussed an invoice for the Front Porch News representing a sharing of costs with ESD's # 1 and #4. Discussion ensued regarding whether payment of this cost should be covered by the monthly administrative fee already paid to BSB ES with various views expressed.
- b. Mr. Rarick made a motion to approve payment of the invoice in the amount of \$933.33 representing a sharing of costs with ESD's #1 and #4 for a page in the Front Porch News.
- c. Mr. Wilcox seconded the motion. The motion passed with Mr.'s. Bullock, Barr, Rarick and Wilcox voting in the affirmative and Mr. Ingerick opposed.

**5. ACTION AGENDA ITEM: Discuss potential internal control policies and procedures, determine if action is required.**

- a. Following discussion it was determined that Mr. Ingerick would lead the development of a controls checklist related to financial matters, to be assisted by Mr. Rarick and that Mr. Bullock would lead the development of a controls checklist related to records management matters, to be assisted by Mr. Barr. Such checklists to be reviewed and discussed at the April, 2016 regular meeting.
- 6. ACTION AGENDA ITEM: Discuss follow up to recent SAFE-D Conference, determine if any action is required.**
- a. Various observations were offered including a suggestion that for future Conferences we coordinate attendance at sessions to be sure important topics are covered; an observation that we may need to consider additional technology needs to assist in complying with records retention provisions; an observation that appointment of a public information officer may be necessary and an observation that it may be possible to reduce residents home owners insurance costs if we are able to reduce our ISO rating. It was concluded these matters warrant further analysis.
- 7. INFORMATION ITEM: Discuss status of on-line account for the purpose of complying with HB 1295 related to disclosure of contracts.**
- a. Mr. Rarick stated that he had established the on-line account used to post contracts, it was established under the name of Comal County Emergency Services District #5 and communication was linked to the Secretary's email account (secretary@ccesd5.com).
- 8. INFORMATION ITEM: Discuss reports from ESD Council representatives.**
- a. It was noted that no Council meeting had taken place since the last report.
- 9. INFORMATION ITEM: Discuss any items to be brought to the attention of the Not-For-Profit Board.**
- a. Mr. Bullock asked that this item be deferred and addressed following conclusion of the remaining agenda items.
- 10. INFORMATION ITEM: Review February, 2016 budget-to-actual report for ES operations from BSB ES.**
- a. It was noted the budget-to-actual report will be presented at the BSB ES meeting following conclusion of this meeting.

**11. INFORMATION ITEM: Discuss the revised 2016 BSB ES Budget as presented during the March 2, 2016 workshop.**

- a. It was noted that while some questions remain concerning presentation of depreciation and administrative allocations Commissioners are generally satisfied with the overall format of the report and the information provided.

**At 6:20 p.m. Mr. Bullock called for an executive session to discuss a compensation matter that may come before the BSB ES board.**

- a. Discussion ensued, no action was taken in executive session.

**At 6:28 p.m. Mr. Bullock reconvened the meeting in open session.**

With no additional business to be addressed, a brief recess was called at 6:29 p.m. for purposes of reconvening in the BSB ES Board Meeting.

**Workshop Agenda (Continued)**

- 2. ESD 5 reconvened at 6:35 for the purpose of attending the BSB ES Board Meeting and receiving reports as follows:
  - a. Operation reports
  - b. BSB ES financial results and business unit comparison to budget

**12. Discuss agenda, time and dates for next meeting(s) and adjourn**

- a. A Workshop conducted jointly with ESD 4 will be held Thursday, March 24 at 12:00 p.m. for purposes of receiving a presentation on updating our ISO rating / certification.
- b. A regular meeting will be held Thursday, April 21<sup>st</sup>, 2016 at 5:30 p.m.

**Mr. Bullock called for adjournment of ESD 5 meeting at 8:49 p.m.**

**3 Attachments**

- 1. *Profit & Loss Budget Performance, January, 2016*
- 2. *Balance Sheet as of January 31, 2016*
- 3. *Statement of Cash Flows, January, 2016*

Minutes prepared by Mr. Mike Rarick, Secretary.

Board Acceptance: \_\_\_\_\_, Secretary  
(Date) (Signature) March 29, 2016