Comal County Emergency Services District No. 5

Regular Meeting Minutes

April 18, 2018

1) Call meeting to order; Commissioner Ingerick called the meeting to order at 1730

WORKSHOP AGENDA

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

DISCUSSION / ACTION ITEMS (continued)

- 1. ACTION AGENDA ITEM: new Commissioners were introduced
 - a. Dave Geisbush
 - b. Bob Guilbault
- 2. ACTION AGENDA ITEM: Election of Officers
 - a. The following slate of officers was proposed
 - i President Tom Turk
 - ii Vice President Bob Guilbault
 - iii Treasurer Eldyn Ingerick
 - iv Secretary Robert Evans
 - v Assistant Treasurer Dave Geisbush
- 3. Commissioner Turk moved that the slate of officers be approved as proposed, Commissioner Evans seconded, the motion was approved unanimously.
- 4. ACTION AGENDA ITEM: Appointment of Commissioners to various Committees
 - a. CCESD 5 Committees
 - i Apparatus and Capital Acquisitions Commissioners Ingerick and Geisbush
 - ii Site acquisition Commissioners Turk and Guibault
 - iii Station Design and Construction Commissioners Guibault and Evans
 - iv Policies Currently Inactive
 - v Records Retention Currently Inactive

vi Web Site - CCESD1.com Currently Inactive

b. <u>Common Provider Board</u>

- i Board Member Commissioner Ingerick
- ii Board Member Commissioner Turk

c. Common Provider Committees

- i Capital Acquisition Committee Commissioner Ingerick,
- ii Dispatch Communications Task Force Commissioners Guibault and Evans
- iii Executive Committee Commissioners Turk and Guibault
- iv Finance Planning Committee Commissioners Ingerick and Geisbush
- v Revenue Sharing Task Force Commissioners Ingerick and Geisbush
- 5. ACTION AGENDA ITEM: Discuss and consider Consent Agenda:
 - a. Commissioner Turk moved approval of the March 20th regular meeting minutes, Commissioner Ingerick seconded, the motion was approved unanimously.
 - b. Discuss and approve monthly bills and invoices;
- One invoice from John Carlton for legal advice in the amount of \$388.50 Commissioner Turk moved we
 approve payment of the invoice, Commissioner Ingerick seconded, the motion was approved
 unanimously.
- 7. Discuss, review, and consider monthly Treasurer's report and accompanying financial reports.
 - a. Commissioner Ingerick reviewed the financial statements (accompany). Commissioner
 Geisbush moved acceptance of the financial statements, Commissioner Guibault seconded,
 the motion was approved unanimously.
- 8. **INFORMATION ITEM:** CCESD 5 Committee Reports
 - a. The following reports were submitted. Copies accompany.
 - i Apparatus and Capital Acquisitions
 - ii Policies
 - iii Records Retention
- 9. INFORMATION ITEM: Discuss reports from ESD #5 representatives on the Not-For-Profit Board;
 - a. BSBES financial information; see report
 - The commission discussed the additional \$50,000 payment to the Common Provider (see Finance Committee Report. Commissioner Turk moved approval of the

- payment, Commissioner Guibault seconded, the motion was approved unanimously.
- b. BSBES capital acquisitions information; see Apparatus Committee Report
- c. Incident response; Chief Southwell see Operations Report
- 10. INFORMATION ITEM: Discuss reports from BSBES Committee representatives, if any:
 - a. There were no reports from these committees
- 11. INFORMATION ITEM: Discuss any items to be brought to the attention of the Not-For-Profit Board
 - a. There were no items brought forward.

12. EXECUTIVE SESSION:

- a. The commission entered Executive Session at 1736
- b. The commission exited Executive Session at 1906
- 13. <u>ACTION AGENDA ITEM</u>: Discuss and approve any decisions to be made from executive session discussions;
 - i Authorize Commissioner Ingerick to sign the amendment extending the Buyers Representation Agreement with Larry Hull. Commissioner Turk moved approval, commissioner Evans seconded, the motion was approved unanimously.
 - ii Authorize Larry Hull to make an offer on the property for the next station.

 Commissioner Evans moved approval, Commissioner Turk seconded, the motion passed unanimously.
 - iii Authorize Commissioner Ingerick to communicate with Larry Shallcross regarding the sub-lease with Provisions, including the possibly of Provisions leasing the entire space for the same amount that we had previously offered to them for a partial use of the space. Commissioner Turk moved approval, Commissioner Ingerick seconded, the motion was approved unanimously.

14. ADDITIONAL ITEMS

- a. New commissioner shirts. The current ones are no longer available. Comissioner Turk moved that we get new shirts for all commissioners, Commissioner Ingerick to select the style, Commissioner Ingerick seconded, the motion was approved unanimously.
- b. All commissioners need to sign signature cards, 2 at Broadway Bank and 1 at Frost Bank, Commissioner Ingerick will arrange.

- c. The 2019 budget and the 2017 audit are both in progress.
- d. A Workshop is needed to familiarize all commissioners with the new computer program. Commissioner Ingerick will undertake to arrange a time convenient to all.
- 15. Discuss agenda, time and dates for next Regular meeting(s) and adjourn;
 - a. The next Regular meeting will be on 16 May 2018 at the Johnson Ranch substation at 1730.
 - b. There being no further business at this time the meeting was Adjourned at 2029

Recorded by	
Robert Evans	
Commission Secretary	
Approved by the Board at the	board meeting

Comal County Emergency Services District 5 Treasurer's Comments RE: Financial Statements dated March 31, 2018

I. Agreed with all bank account reconciliations

A.4 active bank accounts

II. Prepaid Provider Fee

- A.April provider fee paid during last week in March to cover third payroll in March
 - 1. Provider has insufficient working capital to cover third payroll in one month
 - 2. Discussed during BSBES Finance committee meeting

III. Monthly payment to Frost Bank for financing on Tender was paid timely.

A.Principle amount and interest expense in accordance with the amortization schedule

В.

IV. Profit and Loss for the Month of March

- A.Revenue from Ad Valorem Tax \$62,506 below budget
- B.Resulting in Net Income \$61,139 below budget

V. Profit and Loss for Year to date

- A.Revenue from Ad Valorem Tax \$90,030 above budget
- B.Net Income is \$105784 above budget

VI. Frost Bank Fees

- A.\$5.00 per month charged for online banking
- B.FB agreed to refund these fees quarterly

Comal County Emergency Service District 5 Balance Sheet As of March 31, 2018

04/18/18	3
Accrual	Basis

ASSETS	Mar 31, 18	Feb 28, 18	\$ Change
Current Assets			
Checking/Savings 10010 - Money Market Accounts			
10050 · Reserve for Disasters	635,000,00	635,000.00	
10070 · Reserve for Expansion	300,000.00	300,000.00	0.00
10090 · Reserve for Debt Service	82,000.00	82,000.00	0.00
10100 · Money Market - Broadway Bank	1,197,293.92	1,207,293.92	0.00
10010 · Money Market Accounts - Other	-97,874.51	2,877.29	-10,000.00 -100,751.80
Total 10010 · Money Market Accounts	2,116,419.41	2,227,171.21	-110,751.
10200 · Operating Account - Broadway Bk 10300 · Frost Bank	11,576.61	8,831.34	2,745.
10310 · Frost Business Checking	301,496,64	306,050.00	4.550.00
10320 · Frost Public Fund Checking	40,000.00	40,000.00	-4,553.36 0.00
Total 10300 · Frost Bank	341,496.64	346,050.00	-4,553.3
Total Checking/Savings	2,469,492 66	2,582,052.55	-112,559.8
Other Current Assets		_;;;	-112,008.6
11300 - Ad Valorem Tax Receivables	797,650.30	797.650.30	**
11400 - Other Ad Valorem Tax Receivable	547,681.42	547,681.42	0.0
12100 · Deposit on Fixed Asset 13005 · Prepaid Provider Fee	315,203.00	315,203.00	0.0
_	108,334.00	0.00	0.0 108,334.0
Total Other Current Assets	1,768,868.72	1,660,534.72	108,334.0
Total Current Assets	4,238,361.38	4,242,587 27	-4,225.8
Fixed Assets			,
14100 · Fire Apparatus	1,754,368,64	1 754 200 04	
14200 · Equipment	173,966,97	1,754,368.64 173,966,97	0.0
14400 · Building and structures	21,228,31	21,228.31	0.0
14900 · Accumulated Depreciation	-1,454,121.40	-1,442,121.40	0.00 -12,000.00
Total Fixed Assets	495,442.52	507,442.52	-12,000.00
FOTAL ASSETS	4,733,803.90	4,750,029.79	-16,225.89
LIABILITIES & EQUITY Liabilities			
Current Liabilities			
Accounts Payable			
20000 · Accounts Payable	004.00		
Total Accounts Payable	331.00	7,147.49	-6,816.49
Other Current Liabilities	331.00	7,147.49	-6,816.49
21300 - Deferred Revenue	1,425,446.43	4.405.440.40	
22100 - Accrued Interest Payable	1,892.01	1,425,446.43 1,892.01	0.00
Total Other Current Liabilities	1,427,338,44	1,427,338.44	0.00
Total Current Liabilities	1,427,669.44	1,434,485.93	-6,816.49
Long Term Liabilities			-0,010. 4 8
28100 · NP - Ferrara Fire Truck	150,807.54	450 000 04	
28300 · NP - Tanker	343,658.14	150,807.54 347,515.24	0.00 -3,857.10
Total Long Term Liabilities	494,465.68	498,322.78	-3,857.10
Total Liabilities	1,922,135.12	1,932,808.71	~10,673.59
Equity		.1	~10,073.58
31000 · Fund Balance	95,626.16	DE 600 40	
		95,626.16 1,649,757.38	0.00
32000 - Retained Earnings	1,049.757.38		0.00
32000 · Retained Earnings Net Income	1,649,757.38 1,066,285.24	1,071,837.54	0.00 -5,552.30

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04/18/18 Accrual Basis

Comal County Emergency Service District 5

Balance Sheet

As of March 31, 2018

Total Equity TOTAL LIABILITIES & EQUITY	Mar 31, 18	Feb 28, 18	\$ Change
	2,811,668.78	2,817,221.08	-5,552.30
	4,733,803.90	4,750,029.79	-16,225,89
		-,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	-16,225.89

Comal County Emergency Service District 5 Profit & Loss Budget Performance

Accrual Basis

March 2018

0.11	Mar 18	Budget	Jan - Mar 18	YTD Budget	Annual Budget
Ordinary Income/Expense Income				The state of the s	Annual Budget
41000 · Ad Valorem Tax Revenue 42000 · State Sales Tax Revenue	84,938.55 30,138.28	147,445.00 31,158.00	1,333,403.48 104,873.51	1,243,373.00 93,474.00	1,467,152. 373,896.
Total Income	115,076.81	178,603.00	1,438,276,99	1,336,847.00	
Gross Profit	115,076.81	178,603.00	1,438,276,99	1,336,847.00	1,841,048.
Expense			1,100 210,00	1,330,647.00	1,841,048.
60100 - Common Provider Fees and Costs 60200 - Appraisal District Fees 60400 - Bank Service Charges 62000 - Commissioner Expenses 62100 - Commissioner	108,334.00 0.00 -5.00	108,334 00 0 00	325,002.00 3,787,59 5.00	325,002.00 0.00	1,300,008.0 13,000.0
62000 · Commissioner Expenses - Other Total 82000 · Commissioner Expenses	0.00	0.00 100.00	3,718.55 0.00	6,000,00 00.008	6,000.00 1,200.00
64700 - Insurance Expense	0.00	100.00	3,718.55	6,300.00	7,200.0
64900 QuickBook Expanses 64900 Office Supplies 66700 • Professional Fees	0.00 107.24 0.00	0.00	1,561.00 107.24 54.11	6.00	1,639.0
67100 Rent Expense 68000 - Support Organization Expenses	331.00 0.00 0.00	1,200.66	691.00 1.00	3,600.00	14,400.0
76000 - Debt Service Expenses 73500 - Interest Expense	0.00 796.39	0.00 796.00	1,100.00 0.00 2,415.61	1,100.00 0.00 2,415.00	1,100.00 21,957.00
Total Expense	109,583.63	110,430.00	338,443.10	338.417.00	9,183.00
let Ordinary Income	5,513.18	68,173.00	1,099,833.89		1,368,487.00
Other Income/Expense Other Income 80010 - Interest Income			1,000,000,00	998,430.00	472,561.00
Total Other Income	934.52	414.00	2,451.35	1,071.00	3,280.00
Other Expense	934.52	414.00	2,451.35	1,071.00	3,280.00
85000 · Other Expenses 85100 · Depreciation Expense	0.00 12,000.00	1,000.00 12,000.00	0.00 36,000.00	3,000.00 36,000.00	12,000.00 144,000.00
Total Other Expense	12,000.00	13,000.00	36,000.00	39.000.00	
et Other Income	-11,085.48	-12,586:00	-33.548.65	-37,929.00	156,000.00
ncome	-5,552.30	55,587.00	1,066,285.24	960,501.00	-152,720.00 319,841.00

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

	Jan - Mar 18
OPERATING ACTIVITIES Net Income Adjustments to reconcile Net Income to net cash provided by operations:	1,066,285.24
13005 · Prepald Provider Fee 20000 · Accounts Payable	-108,334.00 1,606.00
Net cash provided by Operating Activities	959,557.24
INVESTING ACTIVITIES 14900 · Accumulated Depreciation	36,000.00
Net cash provided by Investing Activities	36,000,00
FINANCING ACTIVITIES 28300 · NP - Tanker	-11,544.86
Net cash provided by Financing Activities	-11,544.86
Net cash increase for period	984,012.38
Cash at beginning of period	1,485,480.28
Cash at end of period	2,469,492.66

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Comal County Emergency Service District 5 A/P Aging Summary As of March 31, 2018

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Carlton Law Firm, P.L.L.C.	0.00	331.00	0.00	0.00	0.00	331.00
TOTAL	0.00	331.00	0.00	0.00	0.00	331.00

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04/14/18

Comal County Emergency Service District 5 A/P Aging Detail

As of March 31, 2018

Current Total Cu		Date	Num	Name	Merno	Due Date	Spilt	Aging	Open Balance
1 • 30 B B Total 1 - 31 - 60 Total 31	30	03/09/2018 03/09/2018	3894 3893	Ceriton Law Firm,	Draft Resolution Consenting to Sublease of Courger Bend Review info regarding Relay Texas Program and use of 711, teleco	03/19/2018 03/19/2018	20000 - Accounts Payable 20000 - Accounts Payable	12 12	231.00 100.00 331.00
61 - 90 Total 61 -	-90								
> 90 Total > 90 TOTAL)								
									331.00

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

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Туре	Date	Num	Adi	Amen	The state of the s					
					OCHAMI	Account	ច់	Spilt	Debit	Credit
Bill Bill Pmt -Check	03/01/2018	Mar P		BULVERDE SPRIN		20000 Accounts P		80100 · Com		
Deposit	03/07/2018	Š		BULVERUE SPRIN	Hoood	10010 Money Mar	×	20000 · Accou		108,334,00
Bill Pmt-Check	03/08/2018	Office		BROADWAY BANK	lisoder.	20000 - Accounts P.	×	41000 · Ad Val	84,938.55	00.000
	03/09/2018	3894 3894		BROADWAY BANK		10200 Operating	×	20000 · Accou		107.24
Billi	03/09/2018	3893		Carlton Law Firm, P		20000 - Accounts P		66700 · Profes		231.00
Sill Sill	03/13/2018	03 18		Person of the second	Deposit	10010 Money Mar	×	42000 - State	20 000	100.00
General Journal	03/13/2018	100				20000 - Accounts P		-SPLIT-	17'08c'07	4 050 40
Bill Pmt -Check Denosit	03/14/2018	Draft		Frost Bank	Depreciation	85100 Depreciatio	>	-SPLIT-	12,000.00	4,000,48
ill Pmt Check	03/15/2018	5253			Deposit	10310 Frost Busin	< ×	50000 - Accou	9	4,653.49
Bill Pmt -Check	03/15/2018	5254		COMAL APPDAISA		10200 · Operating	×	20000 - Accou	00.01	6
Bill Pmt -Check	03/15/2018	5255		Dan Hamilton		10200 Operating		20000 - Accou		3 787 50
III PINT -CHECK	03/15/2018	5256		ELDYN L INGERICK		10200 · Operating	>	20000 · Accou		641.15
# Pmt -Check	03/15/2018	5257		Robert Evans		10200 · Operating	<×	20000 - Accou		645.21
Deposit	03/19/2018	0070		VFIS Of Texas		10200 · Operating	×	20000 Accou		362.54
Fransfer aill	03/27/2018	1			Deposit Funds Transf	10010 · Money Mar	×	42000 State	3,743.05	00.196,1
Bill Pmt -Check	03/29/2018	Apr Pr. Draft		BULVERDE SPRIN		20000 - Accounts P	<	10200 · Opera 13005 · Prepai		10,000,00
Deposit Check	03/31/2018			SCENERAL SPRINE	Interest	10010 · Money Mar 10010 · Money Mar	××	20000 · Accou		108,334.00
Deposit	03/31/2018				Service Charge	10310 Frost Busin	×	60400 · Bank	839.39	
					Interest	10310 - Frost Busin	×	80010 · Intere	95.13	5.00

Comal County Emergency Services District 5 BSBES Capital Acquisitions Committee April 9, 2018

- I. Discussed Acquisition by ESD of certain small equipment
- II. Received email requesting acquisition of bunker gear racks
 - A.Joint Service Agreement and CCESD 5 Depreciation of Capital Assets
 - B.The Joint Services Agreement states the Service Provider (BSBES) will pay all expenses for providing fire and ambulance services
 - C.CCESD 5 has a policy stated in its audit report that items or groups of like items exceeding \$5,000 initial cost will be capitalized and depreciated
 - D.Some of the items BSBES is requesting fall below the \$5,000 threshold and should therefore be expensed by BSBES
- III. Reviewed and discussed the schedule for acquisition of Apparatus

 A.Requested Chief Southwell update schedule and distribute to members

Comal County Emergency Services District 5 BSBES Finance Committee April 9, 2018

I. Discuss 7 Year Financial Forecast (Cash Flow Forecast)

- A.Discussed growth assumptions
- B.Discussed timing for acquisitions of stations and apparatus

II. Discussed working capital needs for months with 3 payrolls

- A.Requested each ESD pay BSBES additional \$50,000 in May
- B.Then reduce payment June to December by \$7,143
- C.Resulting in 12 month total payments as agreed
- D.ACTION ITEM Requires Board Approval

III. Discussed preparation of Budgets

A.ESD's

B.BSBES

IV. Discussed timing for 2017 audit

V. Discussed BSBES financial policies

A. Update existing policies

VI. Next Meeting

A.5:00 pm May 7, 2018

B.BSBES Conference Room

Mar 2018 Operations Report

Initial call volume 271 up 23.74% from 2017. YTD up 17.93%. Transports up 20.00% YTD

Department fractile response 94.02%; Fire apparatus response 89.23%; EMS responses 94.74%.

- 1 In-district structure fires.
- 2 Mutual aid structure fires
- 6 Fire related Public service;
- 18 MIH contacts this month; different people
- 3 Standby events;
- 15 Priority 1 transports
- 2 Stroke alerts; dispatch to hospital 51 min avg (1 was 30 mile trans); scene 23 min avg
- 2 Heart alerts, dispatch to destination avg 38 min.
- 19 Ambulance activations; 7 -transport
- 5 EMS mutual aid / 3 transports;
- 12/31 Station 4 days staffed for the month; Staffed 39%.
- 0 Vehicle incident
- 0 Injury

Staffing - 4 full time and 2 part-time started orientation 4/2

	Dec Total	763	\$30	9	388	06	69	33	3 4	0	24	17	9/				0	0	N S S S S S S S S S S S S S S S S S S S	100			30.00	32	11	16	in	0.5	97		The state of the s	10	47	
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Feb	230			116	26	26	9	-0	21	100	2	25	V	19 FIRE/ 6 EMS		0	0	16.15	22.3	36.2	75.12	88.27%	80	3	9	-	1.4	c	0	0	4	27.		2
Jan	797		1	130	30	- 21	9	P	38	in		47		22 fire / 2 fire		-	0	16.2	22.1	26.4		88.25%	S	-	5	-	6	0	48.75	15.5	3	115		V
Total initial calle:		Of Total Transports # Bv Air:	Ustal Medicals	Total Trauma:	Cotal Artica	Total Wildham De	rylinatio Tire;	total structure fire	lotal Fire other:	Total Size Mutual aid:	Total canceled / false calls				LOST CALLS MUTUAL AID		Associated Lost transports	THE THINK END WINSEL	Average Destination Time EMS MINISEC	Andreas Langbort time EMS MIN SEC	Average Time On Task EMS MIN:SEC	AMBIRANCE ACTIVITIES	CANCE ACTIVATIONS	AMELICANCE HANSPORTS	Mutual Aid to other EMS	Mutual Aid Transports	Priority 1 transports	Heart Alert Dispatch to ER AVG	Stroke Alert Dispatch to ER AVG	Sugic Alort Scene time Avig	Standby Events	MK VISITS		

2018 2016 88.26% 90 94.02% 109 88 88 102 102 102 102 111 1121 1121 YTD 2017		İniti	Initial Call Volume	ıme		Fractile				
193 201 2015 2017 2018 2016 2017 2018 2017 2017 2018 2017 2		2016	2017	0,000					l ransports	
193 220 262 86.29% 91.46% 88.26% 87 100 202 219 271 90.27% 89.47% 94.02% 87 109 82 202 219 271 90.27% 89.47% 94.02% 109 93 82 210 223 253 88.26% 91.20% 111 109 13 13 13 13 13 13 13 13 13 105 105 105 105 105 105 105 105 105 105 105 105 105 105 105 104 105 104 105 104 105 104 105 104 105 104 105 104 105 104 105 104 104 105 104 105 104 105 104 105 104 105 104 105 104 105 104 105 104 105 105	anten		1	\$0TO	2016	2017	2018	2016	2017	3040
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202 219 271 90.27% 89.47% 94.02% 90 82 191 237 89.66% 89.18% 88 113 93 210 244 88.26% 91.05% 89.60% 111 109 182 232 88.26% 91.05% 112 109 104 185 222 93.41% 94.30% 88 104 109 104 165 204 89.47% 93.82% 91 91 91 91 91 183 235 86.90% 87.39% 87 91 91 91 183 275 86.90% 87.39% 74 107 90 YMD 2017 647 74 109 104 90 90.63% 89.87% 85 100 Yariance 17.93% 74 1.79 17.93% 77 11.98 775	repuary	185	208	230	02 976	01 000	00:40/8	/0	100	113
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151 237 89,66% 89.18% 88 113 223 253 88.26% 91.00% 111 109 210 244 91.05% 89.60% 102 105 185 222 93.41% 94.30% 88 109 104 185 222 93.41% 94.30% 88 109 104 186 204 89.47% 92.53% 87 90 91 183 235 86.90% 87.39% 74 107 90 183 275 90.63% 89.87% 85 100 90 184 2808 763 74 107 198 100 185 275 90.63% 89.87% 85 100 198 Arriance 17.93% 17.93% 17.93% 17.93% 17.93% 17.93% 17.93% 17.93% 17.93% 17.93% 17.93% 17.93% 17.93% 17.94 17.93 <td< td=""><td>April</td><td>100</td><td></td><td>7/7</td><td>30.27%</td><td>89.47%</td><td>94.02%</td><td>109</td><td>93</td><td>112</td></td<>	April	100		7/7	30.27%	89.47%	94.02%	109	93	112
223 253 88.26% 91.20% 111 109 210 244 91.05% 89.60% 101 102 105 248 287 89.67% 92.74% 109 104 105 165 222 93.41% 94.30% 88 104 104 165 204 89.47% 93.82% 91 91 91 183 235 86.90% 87.33% 87 90 87 107 183 275 90.63% 89.87% 85 100 90 YTD 2017 647 17.93% 17.93% YTD 2017 275	Maria	TST	757		89.66%	89.18%		og	1	
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17.93% Variance Variance		YTD 2017	647						ļ	
		Variance		17.93%				Variance	275	20.00%

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