

COMAL COUNTY
EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
Board Meeting Minutes for February 21, 2019

A Regular meeting of the ESD #1 Board was held at the Emergency Services Building at 353 Rodeo Drive, Spring Branch, Texas 78070 on Thursday the 21st day of February 2019.

Discussion/Action Items:

1. Call meeting to order:

Having been duly posted, the meeting was called to order at 4:00 PM by President Bill Gonser. Commissioners Brad McMinn, Tex Hall, and Mark Schmalz were present and a quorum was declared. Patrick Feely was not present.

Guests in attendance:

Mark Southwell, Daniel Torres, and Kay Derrich - Bulverde Spring Branch Emergency Services (BSBES)

Workshop Agenda

Public Comment: In accordance with the Texas Attorney General's opinion, any public comment that is made on an item that is not on the published final agenda will only be heard by the Board of Commissioners. No formal action, discussion, deliberation, nor comment will be made by the Board of Commissioners. Citizens' Comments are limited to 3 minutes per citizen.

No comments were made

Discussion/Action items (continued)

2. Approve January 17, 2019 regular meeting minutes: A motion was made by Commissioner McMinn to accept the minutes (attachment 1). Commissioner Gonser seconded the motion and it passed unanimously.

3. Review, consider, and accept monthly financial reports - Commissioner McMinn: The Operation Account History for 2019 YTD report (attachment 2-a) shows that as of 16 Feb 2019 ESD1 had an operating account balance of \$3,753,600.02 with outstanding bills totaling \$15,510.38 resulting in an available funds balance of \$3,738,089.64. The current CD value is

\$505,560.58. Attachment 2-b is the ESD1 Profit and Loss statement through 21 Feb. 2019. Commissioner Schmalz made a motion to accept the financial reports as submitted. Commissioner Hall seconded the motion and it passed unanimously.

4. Consider and approve bills/invoices to be paid - Commissioner McMinn: Commissioner McMinn identified the following as due for payment.

- a. Ferno – New Stretchers – Amt. \$12,497.30 (attach 3-a)
- b. VFIS Insurance Policy Renewal - Amt. \$1598. (attach 3-b)
- c. Expense Report (SAFE-D) for Bill Gonser - \$733.44 (attach 3-c)
- d. Expense Report (SAFE-D) for Mark Schmalz - \$601.64 (attach 3-d)
- e. US Postal Service - \$80 (attach. 3-e)

A motion was made by Commissioner Gonser pay bills/invoices as presented. Motion was seconded by Commissioner Hall and passed unanimously.

5. Discuss and Approve filing for Texas Comptroller Annual Debt and Financial Information Report – See item 7 below.

6. Review and discuss the Chief's Monthly Report – Chief Southwell presented the January 2019 Operation Report (attachment 4).

7. Discuss General Council Engagement Letter with Carlton Law Firm – Commissioner Gonser briefed the board on the letter (attachment 5) documenting the need to file an Annual Debt Report as discussed in agenda item 5. It also documented the need to file a Special Purpose District Financial and Tax Report. Commissioner Gonser will investigate if either of these reports were already submitted in December 2019 by the outgoing Treasurer (Rhonda Zunker) and if not, work with the current Treasurer to get them submitted.

8. Review and Approve Commissioners' expense reports for the SAFE-D conference – Completed under agenda item 4 above.

9. Discuss Status of Paradise Lawn and Maintenance Inc.'s installation of the berm at Station#2. – Commissioner Gonser reported this effort is still in work with additional meetings with Paradise scheduled to go over the detailed interface drawings provided by M&S Engineering.

10. Discuss Items of Interest (body cameras, MIS, TCDRS retirement plan, etc.) from the SAFE-D Conference. Had a short discussion about several of the sessions attended but no formal action was taken.

11. Discuss and Approve Rick C. Ward & Co. as 2018 Auditors – A motion to approve Rick C. Ward & Co. to conduct the 2018 audit as described in the attached letter (attach 6) was made by Commissioner Schmalz. It was seconded by Commissioner McMinn and passed unanimously.

12. Discuss and approve the revised bid for upgrading the security system at all stations – Attachment 7 documents the updated content and cost for the enhanced security system. Approval of this item was included as part of the 2019 budget modification discussed under agenda item 14.

13. Discuss the status of the Upgrade of the County 911 System. Commissioner Gonser presented the current plan to upgrade the 911 dispatch system that ESD1 uses. Once it is active (currently scheduled for early 2020) ESD1 will be asked provide funding on a proportional basis for the small amount of capacity we use.

14. Review and modify 2019 Budget - Commissioner Gonser presented an updated 2019 budget (attachment 8) that adds an additional \$190K for various capital improvements that were not completed in 2018 and need to be finished in 2019. Of the \$190K only \$72K will be new money since there was already \$118K in last year's budget that wasn't spent and is available to use this year. A motion to approve the modified budget was made by Commissioner Schmalz. The motion was seconded by Commissioner Hall and passed unanimously.

15. Discuss and prepare a list of due dated for required submittals- deferred to next month

16. Discuss cost and budget for new ambulance – deferred to next month

17. Receive and Discuss progress reports from the BSBES board and standing ESD committees – no report

18. Discuss and Approve VFIS of Texas as our property and automobile insurance provider and approve the invoice for 2019-2020 – approved under agenda item #4.

19. Discuss time and date for next meeting – The next meeting is scheduled for Thursday March 21st at 4:00 PM to be followed by a joint ESD 1,4,&5 meeting at 5:30 PM.

20. Adjourn – Meeting was adjourned at 5:30 PM

Mark Schmalz – Comal County ESD1 Vice President for Pat Feely/ESD1 Secretary

Board Acceptance 21 Mar 2019 2019 Mark Schmalz ^{for} Pat Feely
(Date) (Signature)

Attachments:

- 1: Minutes for January 17, 2019 Board Meeting*
- 2-a: ESD1 YTD Operating Account History*
- 2-b: Profit and Loss Statement – 1 Jan thru 21 Feb.*
- 3-a: Ferno Invoice – New stretchers*
- 3-b: VFIS of Texas Invoice*
- 3-c: Expense Report (SAFE-D) for Bill Gonser*
- 3-d: Expense Report (SAFE-D) for Mark Schmalz*
- 3-e: Postal Service Invoice*
- 4: Jan 2019 Operations Report*
- 5: Carlton Law Firm Memo*
- 6: Reed & Co. Letter*
- 7: Station Security Project Cost Updates*
- 8:2019 Budget Update*