

Comal County Emergency Services District No. 5
Regular Board Meeting Minutes
Johnson Ranch Community Room, 30475 Johnson Way, Bulverde, TX 78163
May 24, 2023 @4:00 pm

1. Call to Order. 4:05 PM
2. Call of Roll and establish quorum.
 - a. Present: Commissioners Kruciak, Wyndham, Phillips, Morrow
 - b. Absent: Commissioner Martinez
 - c. Guest: Chief Southwell

New Commissioners Jeremy Wyndham and Robert Phillips were introduced and welcomed.

3. Citizen Communication: No citizens present.
4. Consider approval of the minutes of the 26 April 2023 Regular Meeting. Motion to approve by Commissioner Phillips, Seconded by Commissioner Wyndham. All ayes. Motion carries.
5. Consider, discuss and act on the monthly financial reports for April 2023, individual financial transactions and payment of bills/invoices.
 - a. Four bills to pay. Audit progress bill, reimburse Bulverde/Spring Branch trailer, Nozzle and accessories, and quarterly appraisal bill
 - b. Commissioner Kruciak made a motion to pay the bills. Commissioner Morrow seconded. Ayes all. Motion carries.
6. Receive monthly report from BSBES Chief regarding emergency operations. Chief Southwell reports initial calls is up 3 ½% from same time last year. Two vehicle incidents resulted in fender flare damage. Posted Asst. Chief position.
7. Conduct Board elections – Commissioner Kruciak made a motion to appoint Commissioner Phillips as Vice-President and Commissioner Wyndham as Assistant Treasurer. Seconded by Commissioner Morrow. All ayes. Motion carries.
8. Consider updating signature cards.
 - a. Commissioner Kruciak made a motion to update signature cards for Broadway Bank accounts money market and public funds DDA by removing Tom Turk and Dan Hamilton, leaving Deborah Kruciak, Laura Martinez, and Rick Morrow and adding Robert Phillips and Jeremy Wyndham. Commissioner Morrow seconded. All ayes. Motion carries.

- b. Commissioner Kruciak made a motion to update the signature card for Frost Bank account by removing Tom Turk and Dan Hamilton, leaving Deborah Kruciak, Laura Martinez, and Rick Morrow and adding Robert Phillips and Jeremy Wyndham. Commissioner Morrow seconded. All ayes. Motion carries.
9. Consider, discuss and take action on BSBES proposed change to employee benefits: adding health insurance coverage for family members. Commissioner Phillips made a motion to support the proposed change. Seconded by Commissioner Wyndham. All ayes. Motion carries
10. Consider, discuss and take action on proposed BSBES pay raise to take effect 1 June 2023. Commissioner Kruciak shared the non-profit Board approved a pay raise averaging 5% across the board. This will not put us over budget. Commissioner Kruciak made a motion to approve the 5% pay raise. Seconded by Commissioner Phillips. All ayes. Motion carries.
11. Consider, discuss and vote on proposed amendment to the BSBES 2023 budget. Will move out to another date.
12. Consider, discuss and vote to approve 2022 Audit and approve forwarding to Commissioner's Court, Broadway Bank and Frost Bank.
 - a. Commissioner Kruciak noted the audit was received. No discrepancies noted. Commissioner Kruciak made a motion to accept the audit and forward to the Commissioner's Court. Seconded by Commissioner Morrow. All ayes. Motion carries.
13. Executive Session - *In accordance with Texas Government Code, Subchapter D, the CCESD#5 Board may convene in a closed session to discuss Real Estate matters, Legal Communications, and/or Personnel matters. Any action taken by vote will be in public.* No executive session required.
14. Reconvene into open session and take any necessary action relating to the Executive Session as described above. No action required.
15. Future Agenda Items and any discussion for the good of ESD#5. Commissioner Kruciak invited the new commissioners to consider attending next year's SAFE-D conference 22-24 Feb 2024.
16. Discuss agenda, time, and date for next regular meeting. Next meeting is 28 June 2023 at 4pm.
17. Adjournment. 5:00 pm.

Recorded by:

A handwritten signature in black ink, appearing to read "Rick Morrow", with a stylized, flowing script.

Rick Morrow, Secretary, ESD5