

Caldwell County Emergency Services District #3

Board Meeting MINUTES

January 8, 2026

Board Meeting held at the Martindale Volunteer Fire Department located at:
111 Lockhart Street, Martindale, TX 78655

1. Meeting called to order at 6:30 pm
 - (a) Commissioners Present: Bill Hamilton, Robert Moreno, Mark Jungers, Josie Martinez, David Murdoch Also in Attendance: Laurel Schuelke, Joe Mahlie
 - (b) Quorum present
2. **Review and approve Minutes from the December 4 and 11, 2025 Board meetings** – Mark Jungers motioned to approve the minutes as written – Josie Martinez 2nd – Passed 4-0 (2 Robert Moreno arrived at 7:10)
3. **Reports**
 - (a) Call Report from MVFD – There were 21 calls in December, 1 missed call; 324 total for 2025 with only 7 missed
 - (b) Financial Report – Presented by Josie Martinez
 - (c) Employee Handbook – No discussion
 - (d) MVFD current financial issues – Bill Hamilton reported that the Fire Department was fined by the IRS \$4,650 for late filing of their 2024 tax return; that their SAM Registration has expired and is needed for applying for grants; their Workman's Comp insurance premium was not paid and that they owe the ESD a reimbursement for using the ESD VISA card. MVFD Board President Bill Glaze has expressed interest in stepping down as the president, the other board members are interested in continuing their duties fundraising, but not in the administrative functions. Mr. Hamilton suggested that Chief Germer might be appointed to handle the daily administration and check writing by the MVFD Board. Members of the ESD Board were encouraged to attend this month's meeting of the MVFD Board.
 - (e) ESD Annual Audit Update - Robert Moreno reported that he has visited both the Frost Bank and First Lockhart National Bank branches to request statements, renewal notices and opening agreement documents that were signed. Laurel Schuelke owes the auditor Margaret Nixon all bank statements and reconciliations for November and December of 2025, plus an updated G/L report. Laurel is awaiting the CD information from the banks in order for that submission to be completed.
 - (f) Building update – Bill Hamilton reported that Frank Gomillion is requesting updated bids from the contractors to change the roofing to screw-down metal instead of standing seam. Noble General has reached out and is still interested in the project. Mr. Gomillion requested that they submit their adjustments to their bid for consideration. The City of Martindale has lost our thumb drive of information needed by VERITAS. Mr. Hamilton went to City Hall with a replacement thumb drive. VERITAS is not acknowledging receipt of the files at this time. VERITAS approval of the files is required by the USDA in order to move forward.
4. **Discussion / Action items:**
 - (a) Discuss New Station Construction – No further discussion
 - (b) Chief's items for discussion – None at this time.
 - (c) Grant planning list – The TFS grant for a new brush truck has a 14 month turn around for reimbursal to the ESD for fronting the \$255,000 for the truck while it is being built.
 - (d) ESD Board Officer Assignments 2026 – All 2025 officers have agreed to perform in their current positions for 2026: Bill Hamilton - President, Robert Moreno - Vice President, David Murdoch - Secretary, Josie Martinez - Treasurer and Mark Jungers - Asst Treasurer.
 - (e) Review and approve expenses – Bill Hamilton motioned to approve payment of the VISA bill in the amount of \$432.47 by auto draft; \$1,017.71 to Blue Layer for monthly IT services; \$521.55 to Casco for gear; \$3,312 to Centex Academy for training which a TFS grant will reimburse; \$400 to LCRA for radio service; \$14,039.03 to NAFECO for wildland hoses; \$166 to the Martindale Post Office for PO Box rental; \$5,800 to GKZ for payment #5 of architectural fees and \$70 to TX Dept of Health Services for professional dues – Mark Jungers 2nd – Passed 5-0
5. Announcements: None
6. Set next meeting time and date – **Thursday 2-12-2026** – 6:30pm
7. Meeting adjourned at 8:07 pm