

Caldwell County Emergency Services District #3

Board Meeting MINUTES

November 10, 2022

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

1. Call meeting to order at 6:29 pm
 - (a) Roll call: Commissioners Present - Bill Hamilton, Mark Jungers, Robert Moreno, David Murdoch, Josie Martinez Also in Attendance: Laurel Schuelke, Paul Wolfe
 - (b) Quorum present
2. Special guest introduction - Paul Wolfe of Integris IT Solutions spoke about his company's Remote Care Plan and Pro Care Plan for IT support at the station.
3. Review and approve Minutes from the October 13, 2022 meeting - Motion made by Mark Jungers to accept minutes as written – Josie Martinez 2nd – PASSED 5-0
4. **Reports**
 - (a) Call Report from MVFD – report not available
 - (b) Financial Report presented by David Murdoch Including handouts of
 - * ESD 2021-2022 YE Financial Statements
 - * MVFD 2021-2022 YE Financial Statements
 - (c) MVFD Tax Returns Status – no progress and no responses from Denise Bartlett have been received by either Bill Glaze or Laurel Schuelke, the Board agreed to look for another CPA.
 - (d) 2022 Audit update - Robert Moreno reported that the auditor, Karl Goering of Armstrong, Vaughan & Associates has been contacted and given access to the QuickBooks account to begin his audit.
 - (e) Administrative position – a job description is in progress with suggestions from Laurel Schuelke and Chief Germer. The search for job applicants will be able to begin.
 - (f) Building update - Bill Hamilton reported that Frank Gomillion is working on getting the driveway right-of-way from the State Highway Dept in Bastrop

Beth Schrieber is working on the SAM renewal.

The USDA needs official confirmation of the ESDs physical address, which has been challenging since there is not a building on the lot yet.

Bids for the sewer line work are in, reviewed this meeting were bids from John Eban, Hobson Builders, Pete Harris and Lauden.
5. **Discussion / Action items**
 - (a) Building – Sewer line extension- Bill Hamilton motioned to approve the bid for \$30,630 from Hobson Builders - Mark Jungers 2nd - PASSED 5-0
 - (b) Fire/Rescue – requests for approval – Bill Hamilton motioned to approve the Project Coversheet dated 11-10-22 as presented by Chief Germer for: TecGen Gear for Firefighter Bri Bayles at \$1,061.29, SCBA Masks at \$675.70, Class A Foam at \$675.28 and Uniform T-shirts at \$1,026.00 - David Murdoch 2nd - PASSED 5-0
 - (c) Review and approve expenses - David Murdoch motioned to approve regular operating expenses, as well as the October reimbursement request from MVFD at \$907.94 and up to \$6,456 for the Workman Comp Insurance renewal (as invoiced) - Josie Martinez 2nd - PASSED 5-0
 - (d) Credit Cards for FD purchases were discussed, an application was reviewed, the topic will be discussed further next meeting.
 - (e) Resolution for 2022 tax roll - Bill Hamilton motioned to approve the Tax Roll Resolution from CCAD for \$208,104.13 and to amend the current budget to reflect this new Property Tax Revenue - Mark Jungers 2nd - PASSED 5-0
6. No Announcements
7. Set next meeting time and date – **Thursday 12-8-2022** – 6:30pm
8. Adjournment - Mark Jungers motioned to adjourn at 8:43 – Josie Martinez 2nd – PASSED 5-0