

Caldwell County Emergency Services District #3

Board Meeting MINUTES May 10, 2022 6:30PM

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

1. Call meeting to order at 6:33 pm
 - (a) Roll Call: Commissioners Present – Bill Hamilton, Mark Jungers, Robert Moreno, Josie Martinez, David Murdoch Also in Attendance: Laurel Schuelke, Bill Glaze, Chief Chris Germer, Wade Estes and Jordan Johnson from ESO
 - (b) Quorum present
2. Review and approve Minutes from the April 14 and 28, 2022 meetings - Motion made by Mark Jungers to accept both sets of minutes as written – Robert Moreno 2nd – PASSED 5-0
3. **Reports**
 - (a) ESO software presentation – ESO is the software that will replace MVFD’s current Firehouse Software used to report their 911 calls, which expires at the end of the year. Chief Germer and Wade Estes of ESO presented the software on-screen, including a demonstration video. The feature “Asset Management” will serve the same function as the current PS Trax Software. The total cost of \$6,765 includes data migration from Firehouse Software and training. Renewals cost \$5,815; the on-demand learning feature can be cancelled for a \$959 savings. Expected wait time will be about 3 months.
 - (b) Call Report from MVFD – Report unavailable
 - (c) Financial Report presented by David Murdoch
 - (d) MVFD Tax Returns Status – Bill Glaze reported that a CPA is working on both returns.
 - (e) Building update – Bill Hamilton reported that a permit and bids are needed for the new sewer line. The sewer line will need to be engineered before applying for the permit. Lee Rust has been consulted for the driveway permit from TXDOT and he has mentioned that TXDOT will also put a permit through for a flashing light. The paperwork will go through the Bastrop office.

The approved Request for Funds (RD1940-1) from the USDA was received today and needs to be signed and return by 5/12/22. The funds are now earmarked for the ESD to be used within 5 years. A groundbreaking is hoped for prior to the end of the year.

 - (1) Bill Hamilton motioned to approve the Loan Resolution (RD1942-47) which approves the promissory note for the loan from the USDA as well as the required bond – Mark Jungers 2nd – PASSED 5-0
 - (2) Bill Hamilton motioned to approve the Certification of the 2021-2022 FY Budget (RD 442-7) – Mark Jungers 2nd – PASSED 5-0
 - (3) Bill Hamilton motioned to approve the 5-Year Budget ESTIMATE for FY 2022-2027 – Mark Jungers 2nd – PASSED 5-0
 - (4) Bill Hamilton motioned to approve the Request for Obligation of Funds (RD1940-1) at 2.5% for 40 years, locked rate, for an amount up to \$3M – Mark Jungers 2nd – PASSED 5-0
 - (5) Bill Hamilton motioned to approve the Letter of Intent to Meet Conditions (RD 1942-46) within 1 year, set forth in the letter dated 5/9/22 and signed by the ESD on 5/10/22 – Mark Jungers 2nd – PASSED 5-0
4. **Discussion / Action Items**
 - (a) Building – Conflict of Interest policy for USDA – A sample conflict of interest policy has been received from the USDA that can be used as a starting point for the wording to be adopted. Bill Hamilton motioned to approve the Certification of a Negative Conflict of Interest at this time along with the statement that the ESD is developing a Conflict of Interest Policy – Mark Jungers 2nd – PASSED 5-0
 - (b) ESO – Software upgrade – consider proposal - Bill Hamilton motioned to approve payment for the proposed ESO Software licensing for \$6,765 – Mark Jungers 2nd – PASSED 5-0
 - (c) Audit – Board response – invoice approval - Robert Moreno motioned to approve the recommendations made in the Representation Letter from Vaugh & Assoc. that include the ESD changes requested, as well as the proposed general ledger adjustments (which have already been made) – Mark Jungers 2nd – PASSED 5-0
 - (d) Review and approve expenses - Bill Hamilton motioned to approve payment of operating expenses – Mark Jungers 2nd – PASSED 5-0; Robert Moreno motioned to pay the \$5,500 invoice from Vaughn & Assoc. for the audit – Mark Jungers 2nd – PASSED 3-0
5. Announcements: (No action or in-depth discussions – Events or items of general interest)
6. Set next meeting time and date – **Thursday 6-9-2022** – 6:30pm
7. Adjournment – Mark Jungers motioned to adjourn – Bill Hamilton 2nd – PASSED 5-0 at 8:44