

Nueces County Emergency Services District #3
Meeting Held on January 2, 2020
Station 1, 205 South Pacific Ave.
Bishop, Texas 78343

1. Call to Order-Establish a Quorum

- President Gary Eulenfeld called meeting to order at 6:26 pm. There were 3 members present-Gary Eulenfeld, Barry Fuhrken and Mike Benton so a quorum was present to conduct business.

2. Introduction of New Board Members and Members of the Audience

- The new board member that was appointed at the December 2019 commissioners meeting could not attend this meeting so his introduction will be at the February Board Meeting.
- See attached sign in sheet for attendees.

3. Open Forum (Time allotted for comments from the Audience)

- There were no comments from the audience

4. Approve minutes

- The minutes from last months meeting were not available to review. Motion made and passed to review at February meeting.

5. Fire Chief's Report

- District Fire Chief Davis provided a summary report for the District activities in the month of December. A copy of the report is attached.

6. Subcommittee Reports

- Policies and Procedures-Barry Fuhrken delivered box of information that former Commissioner Thaddeus Mittman had been working on. This information contained in the box was Policies and Procedures that Mr. Mittman had been reviewing.
- Strategic Planning- Also contained in the box was information on the Planning for new buildings that were in the planning stages.
- Budgeting-Budget reports are included in the packet of information that Treasurer Fuhrken passed out to Commissioners.
- Fundraising and Grants-Chief Davis reported that he will be working on a USDA Block Grant. He will be receiving a more comprehensive information packet from the USDA Office in Alice within the next 2 weeks and report back at the February meeting.

7. Old Business

- Status Report on Audit-Barry reported that Noel Snedecker had picked up box of information to review. He reported that Mr. Snedecker would be delivering the audit report at the February meeting.
- Report on Sale of District Assets-Chief Davis reported that the sale of two pieces of equipment had been completed during December. Utility 1 was sold to Ingleside on the Bay VFD for \$6850.00 and Rescue 2 was sold to Berlin VFD for \$25001.00. Both pieces of equipment have been transferred to the respective departments. Brush 3 is still in the

District's possession and an agreement has been made to transfer to person who is painting Brush 33 for labor charges if a buyer is not available before painting is completed. Chief Davis will contact VFIS to remove these pieces of equipment from insurance.

- Report on new Brush unit painting progress-skid unit grant-
 - Chief Zimmerman reported that meetings are still occurring on getting the paint donated for painting the new Brush unit. Rock Vitamins and Robstown Hardware have both expressed an interest in donating the paint, however costs for the paint has exceeded what they had agreed to furnish to cover the paint costs. Additional meetings will be held to gain additional approval.
 - Barry Fuhrken reviewed the grant letter for the skid unit grant. He stated that all of the requirements from the grant letter have been met except for the VTR registration requirements. We are waiting on trying to get the donated Brush truck painted prior to registering, however, the paperwork for the grant needs to be submitted to the Forest Service prior to the grant expiration date of February 19, 2020. Discussion on the painting occurred with a decision to paint the primary blue color and obtain registration so that we do not lose the grant money.
 - Update on Water Operator access to Emergency Reporting Hydrant Module-
 - Gary reported that the Bishop Water Supervisors had been added to Emergency Reporting Hydrant Module. He stated that they have not been formally trained and will not receive access until the Nueces County ESD #3 receives formal documentation from the City of Bishop stating approval. Assistant Chief Mike Zamora reported that the City of Driscoll is still working on the approval and access will be granted on obtaining same documentation from City of Driscoll.
 - Gary reported that the Google Maps tracking module had been activated in the Emergency Reporting Software. He explained how it was working and the locations of incidents and hydrant markings has improved.
 - Update on required notices to be posted on District Website- Barry gave a report on the required notices that are now required to be posted on the District's Website as the result of new State Regulations that have taken effect as of January 1, 2020. These notices require information on District Officers and Meeting Information as well as Financial Information required by Senate Bill 2 that was passed by the State Legislature during the last legislative session. See attached documentation for information that will be posted. Gary Eulenfeld reported that the District's Webmaster will be updating the information posted on Website.
8. Conduct Any Business Necessary for Proper Functioning of the ESD
- Discuss next phase for new facilities and what steps we want to take if needed and if budget allows-John review information from box that Commissioner Mittman returned. He and President Eulenfeld will continue reviewing and they will meet next week to review plans for discussions with Rocking H Builders. A decision to determine what the next steps was tabled until the February Regular Commissioners meeting.
 - Act on proposal for new credit card process (Chief Zamora)-
 - Chief Zamora brought forth an idea to switch the Credit Card Expense reporting process to a web-based initiative. He stated that where he works, they are using a application called Concur. He stated that when they used their credit cards, they

- have the option to scan the receipts and the application develops the expense report and these are automatically sent to the reviewer for approval. He requested that the District try to investigate adopting Concur or an equivalent application to simplify the Credit Card Expense Reporting Process.
 - Barry Fuhrken reported he would investigate different options and report back at February meeting.
- Discuss and act on repairs to riding mower and possibility of replacing it (Chief Zimmerman)
 - Chief Zimmerman presented a quote for a new John Deere riding mower from Robstown Hardware. He stated that the old mower was unrepairable and that it would be cheaper to replace with new mower. Mike Benton made a motion to purchase the new mower from money budgeted in Materials and supplies category of budget. Seconded and approved by majority vote.
- Act on sending Commissioners to SAFE-D conference in Galveston-Discussed the SAFE-D conference in Galveston. Three commissioners are registered to attend at this time, Gary Eulenfeld, Barry Fuhrken and Andy Martinez (registered prior to not being reinstated). Mike Benton stated that he would be open to taking Andy's spot. Barry will notify SAFE-D to change registration. Barry and Gary will contact Russell to see if he will be able to attend. If it is possible for Russell to attend, Barry will also get him registered prior to the January 17th cutoff date.
- Discuss and act as necessary on conditions of roof at stations 1, 2 and 3. (Leaking roofs)
 - Discussed the condition of the roofs at station 1, 2 and 3. It was brought up that all of these roofs have some damage and will need to be repaired. Station 1 roof was repaired by an outside company in 2015 and questions about any type of warranty were raised. It was agreed that there would not be any type of warranty work available since we have not been able to find the original contract. Gary stated that he had been a roofing inspector previously and he would look into what would be needed to repair the roofs. He also stated that he knew a roofing contractor that possibly would be able to help with supplying a bid to repair the roof if we decided to pursue that avenue.


9. Financial Statements

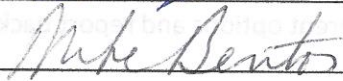
- Act on reviewing and approving payment of current bills.
 - Barry presented the current bills to the commissioners for approval. Barry made motion to approve bills as presented and Mike seconded. Motion passed.
- Act on approving transfer of funds between accounts.
 - Mike made a motion to transfer \$50,000.00 from Money Market to Checking account to cover projected expenses. Motion received a second and was approved.

10. Executive Session- Executive Session was not required.

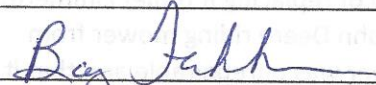
11. Meeting was adjourned at 8:35 pm

The minutes of the January 2, 2020 meeting were approved on February 6, 2020.


_____, President


_____, Vice-President

_____, Secretary


_____, Treasurer

Vacant, Board Member

Act on sending Commissioner to SAFE-B conference in Galveston. Three commissioners are registered to attend at this time, Gary Eichenfeld, Gary Furber and Andy Martinez registered prior to not being reinstated. Mike Benton stated that he would be open to being Andy's "out" party with party SAFE-B to change registration. Gary and Andy will contact Russell to see if he will be able to attend. If it is possible for Russell to attend, Gary will also get him registered prior to the January 17th cutoff date.

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Financial Statements
Act on reviewing and approving payment of current bills.
o Gary presented the current bills to the commissioners for approval. Party made motion to approve bills as presented and Mike seconded. Motion passed.
Act on approving transfer of funds between accounts.
o Mike made a motion to transfer \$20,000.00 from Money Market to Checking account to cover projected expenses. Motion received a second and was approved.

10. Executive Session- Executive Session was not required.

11. Meeting was adjourned at 8:35 pm

