

Nueces County Emergency Services District #3
Meeting Held on February 6, 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 6:15 pm. There were 3 members present-Gary Eulenfeld, Barry Fuhrken and Mike Benton so a quorum was present to conduct business. Russell Jungmann arrived late to the meeting.
2. Introduction of New Board Members and Members of the Audience
 - Russell Jungmann arrived at approximately 6:30 pm. Upon his arrival, he was introduced to the Board and meeting attendees. He gave a brief history of his life and what he hopes to accomplish being a member of the board. He has not gotten to take oath of office, will complete at the March 2020 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 the December 5, 2019 meeting and the January 2, 2020 meeting were presented to the board for approval. Motion made by Mike Benton to approve and motion was seconded. The motion passed and the minutes were approved as presented.
5. Fire Chief's Report
 - District Fire Chief Davis was not available to provide a summary report for the District activities in the month of January due to large fire being fought in the district. The report will be provided at the March meeting.
6. Subcommittee Reports- Gary explained the purpose of the various subcommittees and how they came into existence. He reported that we had lost the Commissioners that had been on these various committees and that we will have to reappoint new subcommittee members. This action will occur at the March meeting.
 - Policies and Procedures- no report
 - Strategic Planning- see report on buildings later in the minutes.
 - Budgeting-Budget reports are included in the packet of information that Treasurer Fuhrken passed out to Commissioners.
 - Fundraising and Grants-no formal report.
7. Old Business
 - Audit Report from Noel Snedeker-
Barry reported that Noel Snedeker was not able to complete the report as he is still waiting on information to review. Mr. Snedeker is planning on delivering the audit report at the March meeting.
 - Report on Brush 33-skid unit grant completion progress-

- Chief Zimmerman reported that Brush 33 is just about ready to get registered. The skid unit, lights and sirens have been mounted and painting is completed. It is currently having problems starting and mechanics are working to resolve the problem. Chief Davis will be notifying the Forest Service to inspect the vehicle prior to registration.
 - Barry Fuhrken reviewed the grant letter for the skid unit grant. He stated that all the requirements from the grant letter have been met except for the VTR registration requirements. The paperwork for the grant needs to be submitted to the Forest Service prior to the grant expiration date of February 19, 2020.
- Report and act as necessary for demolition of old Tanker 2 chassis for TERP Grant-
Barry reported that we have received the reimbursement check from the TCEQ for the 2020 Kenworth cab and chassis. He reported that according to the TERP guidelines that we now have 90 days from the date of the reimbursement check to have the old chassis demolished per the TERP grant guidelines (at least 3 inch holes in both side of the engine block, frame cut in half behind the cab and necessary pictures showing evidence). See TCEQ guidance booklet RG-464 for information.
 - Update on Water Operator access to Emergency Reporting Hydrant Module-
Gary reported that we still have not received official notice from Bishop or Driscoll enabling us to have City Utility Supervisors to start using the software. He stated that even though he has entered the positions into the software, he does not have the administrator rights to assign the Login Access to the positions. He also stated that he has been inputting hydrant data and locations to the software but is waiting on getting information on naming nomenclature what we want to use.
 - Report on meetings for new facilities progress-
Gary gave an update on the meeting that was held with Rockin K Builders. He reported that they said that they are basically just building contractors. They do not do the geological testing. They stated that it would be cheaper to have us do the contracting for the geologic testing. Gary reported that he is working with Rock Engineering to get this done. He reported that he discussed using a Phased Building Scope for the construction of the Bishop building (1st phase-engineering and slab, 2nd phase-Roughing out and construction of shell, 3rd phase-construction of offices, meeting rooms and other necessary conveniences).
- Gary reported that on the Driscoll building, the contractor was against using any of the slabs that had been discussed in prior meetings. There was also discussion on entering contract with City of Driscoll to remove all the City Buildings on site and build a large building and have City offices housed in Fire Station building.
- Report and Act as necessary on roof conditions at stations 1, 2 and 3.
Gary gave a report on the roof inspections that he conducted at the District Fire Stations. He stated that the Station 1 Roof was a flat roof with several discrepancies that would need to be repaired, mostly caused by the fact that it did not have a correct pitch to allow for necessary drainage. He proposed a couple of remedies to repair, however none of these will be cheap repairs. He made a motion to table this and motion passed.

8. Conduct Any Business Necessary for Proper Functioning of the ESD

- Plans for SAFE-D conference in Galveston-
Barry reported that Gary, Russell and Barry are registered to attend the SAFE-D conference in Galveston on February 20-22.

- Report and Act as necessary on Plans for South Central District Convention to be held in Bishop-
This item was tabled due to Chief Davis being out on fire call.

- Act on adopting App to track credit card receipts-
 - Barry Fuhrken and Gary Eulenfeld investigated different apps to help track the credit card receipts and expenses.
 - Gary presented looking into an app called Zoho expenses. This application is relatively inexpensive (\$30 per year per user if paid annually, minimum of 10 users). It has several videos on U-tube showing how to set up and it is compatible with QuickBooks. It will also import receipts into expense reports. Russell Jungmann made a motion to have Barry look into setting this up for the district. Motion passed. The website for more information is Zoho.com.

9. Financial Statements

- Act on reviewing and approving payment of current bills.
 - Barry presented the current bills to the commissioners for approval. Russell made motion to approve bills as presented and Mike seconded. Motion passed.
- Act on approving transfer of funds between accounts.
 - Since we received the check for reimbursement of TERP Grant from the TCEQ this month that was deposited into the Checking Account, transfer of funds between the accounts is not necessary.

10. Executive Session- Executive Session was not required.

11. Meeting was adjourned at 8:35 pm

The minutes of the February 6, 2020 meeting were approved on March 5, 2020.

_____, President
_____, Vice-President
_____, Secretary
_____, Treasurer
_____, Board Member

Nueces County Emergency Services District #3
Meeting Held on February 6, 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 6:15 pm. There were 3 members present-Gary Eulenfeld, Barry Fuhrken and Mike Benton so a quorum was present to conduct business. Russell Jungmann arrived late to the meeting.
2. Introduction of New Board Members and Members of the Audience
 - Russell Jungmann arrived at approximately 6:30 pm. Upon his arrival, he was introduced to the Board and meeting attendees. He gave a brief history of his life and what he hopes to accomplish being a member of the board. He has not gotten to take oath of office, will complete at the March 2020 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 the December 5, 2019 meeting and the January 2, 2020 meeting were presented to the board for approval. Motion made by Mike Benton to approve and motion was seconded. The motion passed and the minutes were approved as presented.
5. Fire Chief's Report
 - District Fire Chief Davis was not available to provide a summary report for the District activities in the month of January due to large fire being fought in the district. The report will be provided at the March meeting.
6. Subcommittee Reports- Gary explained the purpose of the various subcommittees and how they came into existence. He reported that we had lost the Commissioners that had been on these various committees and that we will have to reappoint new subcommittee members. This action will occur at the March meeting.
 - Policies and Procedures- no report
 - Strategic Planning- see report on buildings later in the minutes.
 - Budgeting-Budget reports are included in the packet of information that Treasurer Fuhrken passed out to Commissioners.
 - Fundraising and Grants-no formal report.
7. Old Business
 - Audit Report from Noel Snedeker- Barry reported that Noel Snedeker was not able to complete the report as he is still waiting on information to review. Mr. Snedeker is planning on delivering the audit report at the March meeting.
 - Report on Brush 33-skid unit grant completion progress-

- Chief Zimmerman reported that Brush 33 is just about ready to get registered. The skid unit, lights and sirens have been mounted and painting is completed. It is currently having problems starting and mechanics are working to resolve the problem. Chief Davis will be notifying the Forest Service to inspect the vehicle prior to registration.
 - Barry Fuhrken reviewed the grant letter for the skid unit grant. He stated that all the requirements from the grant letter have been met except for the VTR registration requirements. The paperwork for the grant needs to be submitted to the Forest Service prior to the grant expiration date of February 19, 2020.
- Report and act as necessary for demolition of old Tanker 2 chassis for TERP Grant-
Barry reported that we have received the reimbursement check from the TCEQ for the 2020 Kenworth cab and chassis. He reported that according to the TERP guidelines that we now have 90 days from the date of the reimbursement check to have the old chassis demolished per the TERP grant guidelines (at least 3 inch holes in both side of the engine block, frame cut in half behind the cab and necessary pictures showing evidence). See TCEQ guidance booklet RG-464 for information.
 - Update on Water Operator access to Emergency Reporting Hydrant Module-
Gary reported that we still have not received official notice from Bishop or Driscoll enabling us to have City Utility Supervisors to start using the software. He stated that even though he has entered the positions into the software, he does not have the administrator rights to assign the Login Access to the positions. He also stated that he has been inputting hydrant data and locations to the software but is waiting on getting information on naming nomenclature what we want to use.
 - Report on meetings for new facilities progress-
Gary gave an update on the meeting that was held with Rockin K Builders. He reported that they said that they are basically just building contractors. They do not do the geological testing. They stated that it would be cheaper to have us do the contracting for the geologic testing. Gary reported that he is working with Rock Engineering to get this done. He reported that he discussed using a Phased Building Scope for the construction of the Bishop building (1st phase-engineering and slab, 2nd phase-Roughing out and construction of shell, 3rd phase-construction of offices, meeting rooms and other necessary conveniences).

Gary reported that on the Driscoll building, the contractor was against using any of the slabs that had been discussed in prior meetings. There was also discussion on entering contract with City of Driscoll to remove all the City Buildings on site and build a large building and have City offices housed in Fire Station building.
 - Report and Act as necessary on roof conditions at stations 1, 2 and 3.
Gary gave a report on the roof inspections that he conducted at the District Fire Stations. He stated that the Station 1 Roof was a flat roof with several discrepancies that would need to be repaired, mostly caused by the fact that it did not have a correct pitch to allow for necessary drainage. He proposed a couple of remedies to repair, however none of these will be cheap repairs. He made a motion to table this and motion passed.

8. Conduct Any Business Necessary for Proper Functioning of the ESD

- Plans for SAFE-D conference in Galveston-
Barry reported that Gary, Russell and Barry are registered to attend the SAFE-D conference in Galveston on February 20-22.
- Report and Act as necessary on Plans for South Central District Convention to be held in Bishop-
This item was tabled due to Chief Davis being out on fire call.
- Act on adopting App to track credit card receipts-
 - Barry Fuhrken and Gary Eulenfeld investigated different apps to help track the credit card receipts and expenses.
 - Gary presented looking into an app called Zoho expenses. This application is relatively inexpensive (\$30 per year per user if paid annually, minimum of 10 users). It has several videos on U-tube showing how to set up and it is compatible with QuickBooks. It will also import receipts into expense reports. Russell Jungmann made a motion to have Barry look into setting this up for the district. Motion passed. The website for more information is Zoho.com.

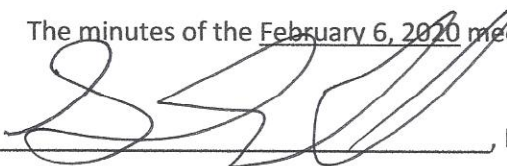
9. Financial Statements


- Act on reviewing and approving payment of current bills.
 - Barry presented the current bills to the commissioners for approval. Russell made motion to approve bills as presented and Mike seconded. Motion passed.
- Act on approving transfer of funds between accounts.
 - Since we received the check for reimbursement of TERP Grant from the TCEQ this month that was deposited into the Checking Account, transfer of funds between the accounts is not necessary.


10. Executive Session- Executive Session was not required.

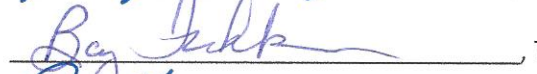
11. Meeting was adjourned at 8:35 pm


The minutes of the ~~February 6, 2020~~ meeting were approved on March 5, 2020.


_____, President


_____, Vice-President


_____, Secretary


_____, Treasurer


_____, Board Member

