

Nueces County Emergency Services District #3  
Meeting held on July 9, 2020  
Station 1, 205 South Pacific Ave.  
Bishop, Texas 78343

1. Call to Order-Establish a Quorum
  - a) President Gary Eulenfeld called meeting to order at 6:15 p.m. There were four members present – Gary Eulenfeld, Barry Fuhrken, Mike Benton, and new board member Carl Hill so a quorum was present to conduct business. Russell Jungmann was absent.
2. Introduction of Board Members and Member of the Audience
  - a) President Eulenfeld introduced members. Attendees to note were Chief Davis and Chief Zimmerman. New board member Carl Hill introduced himself to the board and meeting attendees.
3. Open Forum
  - a) There were no comments in open forum.
4. Approve Minutes
  - a) Barry presented the minutes from the June 4<sup>th</sup> meeting. Carl Hill made a motion to approve the minutes as presented. Barry second. Motion passed unanimously.
5. Fire Chief's Report
  - a) Chief Davis gave a report from last month and this month current through July 1<sup>st</sup>. (See printed copies)
6. Sub-Committee Reports-Gary explained our process of subcommittees to new board member Carl Hill
  - a) Policies and Procedures – no additional progress during the past month. Carl Hill will be added to this subcommittee.
  - b) Strategic Planning – In progress, nothing noteworthy to report.
  - c) Budgeting –met on Tuesday July 7<sup>th</sup> to prepare budget for consideration at this meeting.
  - d) Fundraising and Grants – Gary gave update. Nothing official to report.
7. Old Business
  - a) Update on Engine 1 Repairs and Engine Pump Testing
    - i) Chief Davis gave update on the repairs to Engine 1 and the scheduled pump testing. Engine 1 was tested on Tuesday and passed, however there were additional repairs required. See Engine 1 quote from Siddons Martin.
    - ii) Engine 4 was tested and failed pump test due to pump primer not working. An estimate of repairs was supplied to bring up to requirements.
    - iii) Engine 3 was taken in on Thursday and passed.
    - iv) Engine 2 will be taken in for testing on Friday, July 10<sup>th</sup>.
  - b) Review quotes and act on replacing Bay Doors on Station 2
    - i) This item will be tabled for another month to get additional quotes.
  - c) Review quotes and act on purchasing generators for Stations 1 and 2.

- i) Chief Davis made recommendation to remove this item from agenda due to cost of generators.
  - d) Discuss sitting down with ESD6 and drafting up a MOU for assisting them with EMS Calls
    - i) No update on this item.
  - e) Update on Tax Setting Timeline and actions needed, set date for public hearing
    - i) Barry presented the Tax Rate Setting Calendar to the Board. The Dates were discussed and it was agreed to set the new Tax Rate at the next board meeting in August, tentatively set for August 6<sup>th</sup>. Barry will send this updated calendar to Krista Champine at the Tax Office for her information. Current information is that we will not receive any information on setting the rates prior to July 25<sup>th</sup>.
- 8. Conduct any business necessary for proper functioning of the E.S.D.
  - a) Act on adopting budget for 2020-2021 Fiscal Year
    - i) Mike Benton and Barry Fuhrken with the budget committee gave the report on recommendations for the new year budget. The total projected revenue for the year is expected to drop \$28,000 due to reduction in amount of grant monies anticipated. Additional expenses budgeted for this year will be increases in the Radio budget due to additional costs of Radio Tower lease. See attached budget report for additional line items.
    - ii) Gary made a motion to approve the proposed budget as submitted by the budget committee. Carl Hill seconded the motion and motion passed unanimously.
  - b) Act on Contract with American Towers, LLC on Radio Antenna Tower Space Lease
    - i) The proposed lease for the Radio Antenna Space was reviewed and discussed/
    - ii) The proposed lease as presented will be \$1400 per month, increasing by 4% annually. An additional amount of \$55 per month for electrical power is proposed and an additional requirement for insurance.
    - iii) John requested that we hold off on approving the contract at this meeting due to the fact that he has been negotiating with American Tower for a lower rate. He stated he is trying to get the lease lowered to \$1000 per month. We will receive a reply back by July 13<sup>th</sup>. Mike made motion to table this approval until our next meeting. Motion passed.
  - c) Discuss the changes that Bishop Police Dept wants to do by switching to 800 Mhz radio system.
    - i) Chief Davis gave an update on actions the new Bishop Police Chief is taking on switching the PD radio systems from VHF to 800 MHz.
- 9. Financial Statements
  - a) Act on Approving and Paying April-June 2020 Stipends
    - i) Gary made a motion to approve and pay the stipends, which amounted to \$3047. Mike seconded the motion. Motion passed unanimously.
  - b) Act on reviewing and approving payment of current bills
    - i) Mike made a motion to approve payment of current bills outlined in the discussion. Carl second. Motion passed unanimously.
  - b) Act on reviewing and approving credit card expense reports and statements
    - i) Since Credit card expense reports from John were submitted just prior to meeting start, prior examination of these reports had not been conducted. These reports were reviewed individually during the meeting with each being approved as they were reviewed. Due to this being a time-consuming process, a motion was made by Gary to have these reports submitted for review no later than one week prior to each month's board meeting. Motion was seconded and passed by unanimous vote. It was also noted that all of the month's expenses were to be combined into a single monthly expense report from each of the card

holders (John, Mike Zamora and Barry). The total combined reports would be submitted via Zoho with copies of receipts attached with the expense reports coinciding with the current month's bank credit card reconciliation statements.

- ii) Barry reviewed the Fuelman bill for the month of June and highlighted how it is easier to tell who is purchasing the fuel for each of the vehicles. He noted that there was a couple of instances where the Bishop station account number was still being used instead of the individual account numbers. Mike and John brought up that there are a couple of firefighters that still have not received their individual ID numbers. We will research who still needs a number assigned and get this resolved.
- c) Act on approving transfer of funds between accounts
  - i) Barry reported that the Texas Class account is now active and made a motion to transfer \$300,000 from BBVA accounts to TEXAS Class. Since the amount going to Texas Class comes out of the Checking account, Barry made a motion to move \$400,000 from the BBVA money market account to the BBVA checking account. The motion was seconded and passed unanimously.

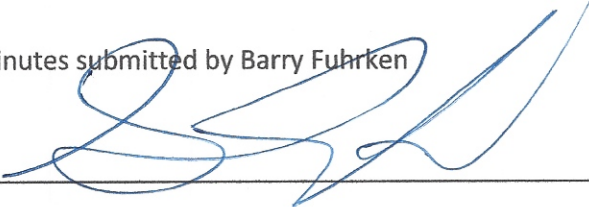
10. Executive Session

- a) Gary called for Executive session at 8:27 pm and ended session at 9:30pm.

Regular meeting was called to order at 9:31 with no action taken on discussions from Executive Session.

11. Meeting was Adjourned at 9:32 P.M.

Minutes submitted by Barry Fuhrken

  
\_\_\_\_\_ President

\_\_\_\_\_ Vice – President

*Approved via Zoom*  
\_\_\_\_\_ Secretary

  
\_\_\_\_\_ Treasurer

  
\_\_\_\_\_ Commissioner

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