

# Caldwell County Emergency Services District #3

## Board Meeting MINUTES

October 13, 2022

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

1. Call meeting to order at 6:31 pm
  - (a) Roll call: Commissioners Present - Bill Hamilton, Mark Jungers, Robert Moreno, David Murdoch, Josie Martinez Also in Attendance: Laurel Schuelke
  - (b) Quorum present
2. Review and approve Minutes from the September 8, 2022 meeting - Motion made by Mark Jungers to accept minutes as written – Josie Martinez 2<sup>nd</sup> – PASSED 5-0
3. **Reports**
  - (a) Call Report from MVFD – 20 calls in September, 7 were missed
  - (b) Financial Report presented by David Murdoch Including handouts of
    - \* Amended 2021-2022 Budget
    - \* Final 2022-2023 Operating Budget
    - \* 2022-2023 Service Contract Budget
  - (c) MVFD Tax Returns Status – no progress and no responses from Denise Bartlett have been received by either Bill Glaze or Laurel Schuelke
  - (d) 2022 Audit engagement letter - presented by Robert Moreno
  - (e) Administrative position – a job description is needed prior to advertising the position
  - (f) Building update - Bill Hamilton is applying for a variance to the percentage of allowed pervious coverage on the new building lot. The meeting will be at the end of the month. There is a \$1,000 fee for this application with the City of Martindale.

Mark Jungers is collecting bids for the sewer line work and presented those he has received to the Board members.

A Non-Standard Water Service Connection application with Martindale Water Supply has a \$1,000 fee which includes the engineering work.
4. **Discussion / Action items**
  - (a) Review and approve expenses - David Murdoch motioned to approve regular operating expenses, as well as the 1<sup>st</sup> Quarterly transfer to the Service Contract Account of \$29,970.50, a transfer of the unused funds for FY 2021-2022 back to the ESD bank account in the amount of \$15,860, \$1,000 to City of Martindale and \$1,000 to Martindale Water Supply - Mark Jungers 2<sup>nd</sup> - PASSED 5-0
  - (b) Changes to ESD Website – there was discussion, no action was taken
  - (c) Credit Cards for FD purchases – Currently MVFD uses debit cards on their General Account for purchases. Now that the ESD will be administering the Service Contract funds, the idea was proposed for firefighters to use credit cards provided by the ESD so the expenses can be reviewed and voted on for payment by check monthly.
  - (d) Service Agreement with MVFD – The only change this year to the Service Contract from last year outlines that the ESD will pay all Service Contract expenses directly instead of transferring a portion of the funds to MVFD each quarter. Mark Jungers motioned to accept the Service Agreement as written – Josie Martinez 2<sup>nd</sup> – PASSED 5-0
  - (e) IT Services - Robert Moreno has been researching IT services and asked for a list of wants/needs for email, file sharing software and networking.
5. No Announcements
6. Set next meeting time and date – **Thursday 11-10-2022** – 6:30pm
7. Meeting adjourned at 9:13 pm