

Caldwell County Emergency Services District #3

Special Board Meeting MINUTES

October 26, 2023

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

1. Call meeting to order at 6:30 pm
 - (a) Roll Call: Commissioners Present – Bill Hamilton, Mark Jungers, Robert Moreno, Josie Martinez
Absent: David Murdoch Also in Attendance: Laurel Schuelke, Chief Chris Germer, Joe Mahlie,
Matt Tanksley, Bill Glaze, Michael Strong and Kelsey Dowdy
 - (b) Quorum present
2. Q & A session with Blue Layer - Michael Strong and Kelsey Dowdy attended by Zoom to answer questions regarding quotes received for new laptops, a refurbished firewall, advanced security software, installation and setup and a monthly service plan which would include: Personnel Management, File Management, Hardware Management, Help Desk Services
3. Bids for the drainage project – 2 bids have been received and were discussed
 - (a) AMC*TXCI – \$54,713 was bid for the drainage work plus \$7,322 for testing and surveying for a total of \$62,035
 - (b) Hobson Builders – bid \$49,850 for the drainage work and surveying, testing would be extra, no bid for that service was includedWater will be needed on-site prior to work beginning.
4. First draft of the 3 job descriptions for review – Draft job descriptions were handed out for the Board to review prior to submission to an HR lawyer for review. A draft template for an employee handbook was also made available digitally for input by the Board. The job descriptions were for the positions:
 - (a) Fire Chief
 - (b) Accounting and Administration Director
 - (c) Administrative Assistant
5. Review and Approve Expenses – Bill Hamilton motioned to pay: \$55 to Richard Contreras for grass mowing, \$1,100 to Kologic for management software, \$37,723.43 to Bluebonnet Electric for new meter pole placement, \$145 to Robert Moreno to reimburse for banners purchased from LasrSigns – Mark Jungers 2nd – Passed 4-0
6. Announcements:
 - (a) Commissioner seats up for renomination this year are: Mark Jungers, Robert Moreno and David Murdoch
 - (b) Chief Germer would like to get job shirts or radio straps for the fire fighters for Christmas presents this year depending on need
 - (c) Bill Glaze spoke about foam insulation that was going to be installed into the bay area of the station
7. Set next meeting time and date – **Thursday 11-9-2023** – 6:30pm
8. Adjournment – Mark Jungers motioned to adjourn – Josie Martinez 2nd – PASSED 4-0 at 8:06