

Caldwell County Emergency Services District #3

Board Meeting MINUTES November 9, 2023

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

1. Call meeting to order at 6:29 pm
 - (a) Roll Call: Commissioners Present – Bill Hamilton, Mark Jungers, David Murdoch, Josie Martinez, Robert Moreno
Also in Attendance: Laurel Schuelke, Joe Mahlie, Matt Tanksley, Brianna Bayles
 - (b) Quorum present
2. Review and approve Minutes from the October 12 + 26, 2023 meetings - Bill Hamilton motioned to approve minutes with the change of the word “designer” to “building inspector” on October 12 item 3.(c) and on October 26 delete “surveying and” from item 3.(b) - Mark Jungers 2nd – Passed 5-0
3. **Reports**
 - (a) Call Report from MVFD – There were 28 calls in October received, 1 was missed
 - (b) Financial Report – Presented by Josie Martinez
 - (c) 2023 Audit Update – Robert Moreno is seeking a bid from another firm that should not exceed \$6,000.
 - (d) Building update - Bill Hamilton reported that the driveway work has commenced. The next-door neighbor has rescinded her approval of an easement to Bluebonnet Electric, which will require Frank Gomillion to make changes to the bid package he has prepared. The bid package has been sent to the USDA.
4. **Discussion / Action items:**
 - (a) Fire/Rescue – requests for approval - Mark Jungers motioned to approve quote of \$469.50 for job shirts to be given as Christmas gifts to the fire fighters from the Uniforms budget - David Murdoch 2nd – Passed 4-0 with Robert Moreno abstaining. MVFD has approved payment for the radio straps that were originally proposed.
 - (b) Review and approve expenses - Bill Hamilton reported that Steve and Dan from Martindale WSC had indicated that the water bill would be provided gratis, but after receiving the first bill in the mail and questioning it, the Martindale WSC Board has put the subject on their agenda for their 11/9/23 Board Meeting.
Robert Moreno motioned to approve payment of the VISA card in the amount of \$787.02 by auto draft, \$570 to N&L Tire Service for B61, \$10.50 to Matt Tanksley for reimbursement of the inspection on B61, \$64.86 to Witmer for fire/ rescue supplies, \$222.54 to Fire Hose Direct for fire/ rescue supplies, and the water bill if the MWSC Board votes against providing water to the new station, the current bill is \$76.88 - Mark Jungers 2nd – Passed 5-0
 - (c) Bank account for USDA activity – The board agreed that after the *6050 account has cleared all outstanding checks that the remainder be transferred back to the ESD account and then \$177,000 in required deposits be transferred into the *6050 account to be used as the USDA building fund.
 - (d) Discuss proposal from Blue Layer – The original quote was reviewed again and action was postponed.
 - (e) Bids for the drainage project – Hopson Builders added \$2,000 for soil testing to their bid for a total of \$51,850. The AMC*TXI bid is \$62,035. Mark Jungers motioned to approve the bid from AMC*TXI – David Murdoch 2nd – PASSED 5-0
 - (f) Employee handbook – Sample handbooks from South Hays/ HC ESD #3 and Kyle Fire/ HC ESD #5 were shared with the board. The board went into **Executive Session** at 8:42
5. Announcements: (No action or in-depth discussions – Events or items of general interest)
6. Set next meeting time and date – **Thursday 11-28-2023 special meeting and 12/14/23 regular meeting** – 6:30pm
7. Adjournment – Mark Jungers motioned to adjourn – Josie Martinez 2nd – PASSED 5-0 at 8:42