

**NUECES COUNTY EMERGENCY SERVICES DISTRICT NUMBER FOUR
5781 FM 666, ROBSTOWN, TEXAS 78380
AGENDA NOTICE REGULAR BOARD MEETING TO BE HELD AT
FIRE STATION NUMBER ONE
5781 FM 666, ROBSTOWN, TX 78380**

MINUTES FOR June 26, 2024

The Fire Commissioners of the Nueces County Emergency Services District Number Four held a special meeting on **June 26, 2024 Wednesday at 8:00 AM**, in the conference room, 5781 FM 666, Fire Station No. 1, Robstown, Texas:

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact Ernest R. Garza at 361-241-2452 at least 48 hours in advance so that appropriate arrangements can be made.

PUBLIC NOTICE is given that the Commission may go into executive session at any time during the meeting in order to discuss matters listed on the agenda, when authorized by the provisions of the Open Meetings Act, Chapter 551 of the Texas Government Code. In the event the Commission elects to go into executive session regarding any agenda item, the section or sections of the Open Meetings Act authorizing the executive session will be publicly announced by the presiding officer. The Commission may also address items in no particular order.

The minutes are as follows:

AGENDA

1. **CALL TO ORDER & DETERMINATION OF A QUORUM.**

Chairperson will call the meeting of the Nueces County Emergency Services District Number Four to order and let the record show that a quorum of the Board Members is present; that the meeting has been duly called, and that notice of this meeting has been posted in accordance with the Texas Open Meetings Act, Texas Government Code Chapter 551.

Commissioners present –Otis Grupe, Donald Hermann and Geoff Atwood. Absent – Paul Swetish and Jesse Guerra - Quorum established. Meeting opened at 8:15 a.m.

Others present – Ernest R, Garza, CPA, Assist Chief Oscar Zepeda, – Michael Clack – NCESD#4 Fire Chief and NCESD#4 EMS Director Stephanie Simmons.

2. **DISCUSSION AND/OR ACTION:** A). To approve the May 8, 2024 regular board meeting minutes.

The commissioners reviewed the May 8, 2024 regular board meeting minutes, after the review, a motion to approve the May 8, 2024 regular board meeting minutes was made by Commissioner Hermann, motion was seconded by Commissioner Grupe, motion passed 3-0.

2. DISCUSSION AND/OR ACTION: B). Distributions and/or prepaids May 8, 2024 to June 26, 2024.

Accountant Garza stated the fire expenditures were \$17,268.28 and the EMS expenditures were \$81,820.96 for the May 8, 2024 to June 26, 2024 period. After a review of the expenditures, a motion to approve the Fire and EMS expenditures was made by Commissioner Hermann, Motion was seconded by Commissioner Grupe, motioned passed 3-0.

2. DISCUSSION AND/OR ACTION: C). To approve the May 31, 2024 Financial Statements.

Accountant Garza stated that our cash position at May 31, 2024 was \$3,096,805 compared to \$1,700,988 for the prior year, this was \$1,395,817 higher in 2024 than 2023. Revenue for the 8 month period of May 31, 2024 were \$2,022,273 and expenditures were \$628,794 for a net revenue over expenditures of \$1,393,479. This compares to the prior period in 2023 when revenue were \$1,255,788 and expenditures were \$643,569 for a net of \$612,219. Therefore we are up \$781,260 comparing 2024 to 2023. A motion to approve the May 31, 2024 financial statement was made by Commissioner Grupe, motion was seconded by Commissioner Hermann, motion passed 3-0.

3. DISCUSSION AND/OR ACTION: Fire Chiefs Report. A). Public relations B). Training C). Station/equipment status D). Fire Calls.

Station Update

1. Did some more cleaning and organizing for the back building
2. Installed overhead door openers on all the bays behind station 1
3. Installed a new overhead door open at station 3 because the current one you could not add remotes
4. Re-organized both buildings with trucks and removed some extension cords
5. We plan on putting a set of double doors in place of the back door and installing a covered awning for a sitting and bar b que area by the storage buildings
6. Were able to move all the public relations stuff to the red morgan building in the back.
7. I am waiting on a proposal to add a 50 x 25' add on to the back of the back building that we can use for storage and be able to put the tanker in if we need to
8. Station two has a water leak that needs to be fixed but Stephanie and I have not had time to do it yet.
9. Station 2 also needs to have the new pump to fill trucks installed and wired.

Truck Update

1. Brush 43 needs to come out of service for about a week so we can put a new pump on it. We already own the pump so it will just be labor and supplies
2. We put E-41 back at station 1 and tanker 41 at station 2 because T-41 will not fit in the back building
3. Stephanie will work on getting the red dodge striped.

Membership

1. Training has been steady they have worked on extrication and boat operations along with making some repairs to trucks over the last couple of weeks.
2. A couple of the volunteers are working on recruiting some high school kids and graduates.

EMS

1. We still need to install the brackets for the monitors
2. The Quote for ESO is going to 6,835.60 for the original purchase and \$5,275.00 per year after that.
3. We have submitted for a request for bid for a remounted ambulance the proposal is \$181,900.00 without chassis, I got a quote for a chassis of \$69,000, but I would like to take the 2012 ambulance and just get the issues it has fixed it has less than \$100,000 miles, still has life left in it.
4. EMS calls for May 62 and up to June 24 is 36
5. We will be working on updating the ambulance cradle points to allow dispatch to track them.

New Business

1. I would like to propose that we look at a access control system for the buildings.
2. Our land acquisition is moving very slow but Stephanie is working on it again and we are making progress.
3. We have a proposal for purchasing land for a new station.
4. I have been looking for Tankers that could be purchased in short time frame and have found some brand new trucks that are available.
5. You might be seeing some changes in insurance we found out that the two new trucks and the newest Rescue were not insured and Stephanie deleted about 5 trucks that were no longer owned.
6. We were not able to apply for the TERP grant for the old yellow tanker because the truck had to have current registration and been registered at least two years prior and the truck has not been registered since 2018
7. I got quotes for airpaks, four airpaks with 18 bottles and will be \$52,969.26
8. I have reached out to an architect for advise and possibly a quote to design station 3 in banquete. We have done a preliminary drawing and presented it to the volunteers and made a few changes with their input.

9. It has been about six months since we started running the administration and it seems to be pretty smooth. Is the board ready to start looking for a full time Fire Chief /EMS director and if so what do you need from us. I have talked with the volunteer and made a few suggestions to them on what to ask for and told them some things that I think the board will be looking for, I suggest when and if you decide to hire that the committee be made up of two board members, two volunteers and two people from outside the department, like other fire departments.
10. The well at CR 101 is not working and needs to be fixed, we also need to look at installing a pump there to fill trucks.

4. DISCUSSION AND/OR ACTION: Designating fund balance for projects.

Mr. Garza explained that fund balances have different designations, non-spendable for inventory equity, Restricted fund balance for bond or loan requirements, Committed fund balances which are board designations and established by the board, Assigned fund balances which the board allows staff per board approval to establish for staff to designate at the staff level, and unassigned/unreserved which is where the end of year results are maintained. The board has \$750,000 for equipment commitments. The board discussed the need for additional commitments for the upcoming fire station. A motion to approve moving \$750,000 from the unreserved funds to the committed funds was made by Commissioner Grupe, the motion was seconded by Commissioner Hermann, motion passed 3-0.

5. DISCUSSION AND/OR ACTION: Door System for Stations.

Chief Clack reported that from the prior meeting we went out and received bids for the door system including readers for the doors. Bid received was for \$37,811 from Circle E Industries. After the review of the bid, a motion to approve the bid was made by Commissioner Hermann, motion was seconded by Commissioner Grupe. Motion passed 3-0.

6. DISCUSSION AND/OR ACTION: a. Equipment, Brush 42, C. Brush 43, d. Old Medic Unit, e. Hummers.

Chief Clack reported the status on the various equipment. He explained some equipment like Brush 42 needs a lot of work and funds to fix. Discussion of the need for bottles and air packs. A bid had been received for the new bottles and air packs that are needed – 4 air packs, 18 bottles and the proper disposal of the old bottles. A motion to approve the bid from Municipal Emergency Services for \$52,969.26 was made by Commissioner Grupe, motion was seconded by Commissioner Hermann, motion passed 3-0.

7. Executive Session: a. 771.072 Real Estate, b. 771.074 Personnel issues.

Board went into executive session at 9:01 a.m.
Board came out of executive session at 9:45 am.

8. DISCUSSION AND/OR ACTION: Real Estate – Banquete, Texas.

Two properties were discussed in Banquete, Texas for a future station. A motion to acquire the 5 acre property across from the High School was made by Commissioner Grupe. Motion was seconded by Commissioner Hermann. Discussion was made to seek information on the second property as a backup. Motion was approved 3-0.

9. DISCUSSION AND/OR ACTION: Personnel.

Commissioner Atwood discussed the need for a forensic audit/fraud audit for the District. Scope of time would be 3-5 years, want credit card charges, fuel purchases, equipment purchased and inventory of all equipment purchased at the federal surplus and account for all equipment if still at the District. Will contact Mr. Noel Snedeker CPA, outside auditor and a fraud/forensic auditor. Mr. Garza will contact Mr. Snedeker and review the scope and bring back to board. A motion to obtain a forensic audit for the Nueces County Emergency Services District No. 4 for the 3-5 year period was made by Commissioner Grupe. Motion was seconded by Commissioner Hermann. Motion passed 3-0.

10. DISCUSSION AND/OR ACTION: District meeting times and dates.

Commissioner Atwood stated he had this put on the agenda because it was requested at a prior meeting during public comment. Commissioner Atwood explained he works away from his home during the day and Mr. Atwood explained he starts his day close to the station but after he is at work, he could not drive back for a meeting, his day ends many times at 9-11 p.m. Mr. Atwood explained this was not functional for him. Commissioner Grupe explained that we in the past have had meetings in the meeting and earlier. The District meets every 2nd Wednesday of the month. Commissioner Hermann stated morning meetings work for him because he gets busy with his business. After a discussion, a motion to maintain the meetings the 2nd Wednesday at 8:00 a.m. every month was made by Commissioner Grupe, motion was seconded by Commissioner Hermann. Motion passed 3-0.

11. DISCUSSION AND/OR ACTION: Public Comment.

No comments/no one signed up to comment either.

12. DISCUSSION AND/OR ACTION: Training.

EMS Director Stephanie Simmons went over the open records act including:

- Act provides a mechanism for citizens to inspect or copy government records.
- Act provides that governmental bodies may withhold government records from the public in specific instances.
- If a governmental body determines the information is excepted from disclosure under the PIA, then both the request and information at issue must be reviewed by the Open Records Division (ORD).
- Governmental bodies are required to treat all requesters equally.
- A governmental body is required to release requested information promptly.
- "Promptly" means a reasonable amount of time to produce the information and may not delay.
- The amount of time to release information can vary depending on the facts in each case.
- If it takes longer than 10 business days to produce the requested information, the governmental body must notify the requester when the information will be released.
- If a governmental body fails to respond to a request for information or request an attorney general ruling within ten business days, the requester may file an informal written complaint with the Open Records Division of the Office of the Attorney General.
- A Public Information Act section 552.108(a)(1) Previous Determination ("108 PD") allows a governmental body to withhold some law enforcement records related to pending criminal cases without needing to request a ruling from the Open Records Division.
- Some public information is confidential by statute. If confidential by statute, a governmental body generally cannot release the information under the PIA.
- A governmental body has the option to withhold non-confidential information in certain circumstances.

13. DISCUSSION AND/OR ACTION: Adjournment.

A motion to adjourn was made by Commissioner Hermann, motion was seconded by Commissioner Grupe. Motion passed 3-0. Meeting ended at 9:58 a.m.

Commissioner

Signature

Date