

Minutes of Meeting  
Caldwell County Emergency Services District No. 5  
October 16, 2024

The State of Texas

County of Caldwell

The Board of Commissioners of Caldwell County Emergency Services District No. 5 ("District") met in regular session, open to the public, on Wednesday, October 16, 2024, at 6:00 p.m. at the Lockhart Police Department located at 214 Bufkin Ln, Lockhart, Texas, pursuant to notice duly given in accordance with law.

The following Board members were present, thus constituting a quorum:

Commissioner	Position	Attendance
Jeremy Driver	President	Present
Danney Rodgers	Vice President	Present
Larry Schnautz	Secretary	Present
Rebecca King	Treasurer	Present
Sherilyn Adcock	Asst. Secretary/Treasurer	Present

Also present at the meeting were:

John Carlton – The Carlton Law Firm PLLC

Michael Parsons - The Carlton Law Firm PLLC

**Item #1. Call Meeting to order.** Meeting called to order by Commissioner Driver at 6:18 pm and took agenda items in the order described below.

**Item #2. Public Comments.** At this time, any person may speak to the Board if they have filled out Participation Form. Comments will be limited to four (4) minutes per person. No action will be taken on these items and no discussion will be had between the speaker(s) and members of the Board. The Board does retain the right to correct factual inaccuracies made by the speakers. If this item lasts longer than 30 minutes, then the balance of comments will continue as the last agenda item of the day.

There were no public comments.

**Item #3. Public Comment on Agenda items:** *Members of the public may comment on any agenda item listed below. Members of the public may speak for up to four minutes per agenda item on which they comment.*

No public comments.

**Item #4. Discuss and consider approval of the September 23, 2024, meeting minutes.**

Commissioner Driver made the motion to approve the minutes from ESD5 meeting on 9/23/24, motion was seconded by Commissioner Rodgers. Motion passed 5-0.

**Item #5. Receive report from District Treasurer and consider taking related action, including:**

- a. Approval of monthly bills, invoices, and checks, including processing of payroll.**
- b. Approval of financial report.**

There was little activity to report at this time.

The loan of \$300,000 from Government Capital was deposited into the District's account.

VFIS payment was made in the amount of \$2,121.00.

The payment of \$50,000.00 for the Ambulance that was purchased has not yet cleared the bank account, the amount was \$50,000.00.

Texas Pool application to be submitted, will get assistance from John Carlton at Carlton Law Firm for this process.

Commissioner Rodgers made the motion to accept the financial report given by Commissioner King, Commissioner Driver seconded the motion. Motion passed 5-0.

**Item #6. Discuss and consider District insurance needs including:**

- a. Certificate of insurance for the Lockhart station.**
- b. Certificate of insurance for coverages required by the Texas Department of State and Health Services.**

Report was given by EMS Director Cean Charles. Insurance on EMS vehicles has been completed and submitted. ESD5 will need information from the City of Lockhart for Insurance purposes and for them and the City of Luling to be added to the policy. Director Charles is hopeful to have all information by the next meeting. No action taken.

**Item #7. Discuss and consider acquisition of vehicles for command staff, including purchasing and funding sources.**

Report was given by Director Charles. At this point any GM vehicles (Chevy Tahoe's) are very hard to get with a very extended lead-time. The opportunity is available now to acquire 2025 Ford vehicles out of Silsbee, TX. The suggested need is for 3 vehicles.

The current cost for the 2025 Ford vehicles is \$93,000.00 for 2 or \$141,000.00 for 3.

To equip the vehicles with all necessary lights etc... will add approximately \$10,000.00 per vehicle.

Commissioner King will look at finance options with First Lockhart National Bank for the potential purchase of these vehicles and report back at the next meeting. Another option for financing is through TIPS.

Commissioner Driver made the motion to go forward in the purchase of three vehicles and to look into the finance options through First Lockhart National Bank as well as TIPS and report back at the next meeting. The motion was seconded by Commissioner Adcock. Motion passed 5-0.

**Item #8. Discuss and consider action regarding transition of service from the City of Luling and the City of Lockhart to the District including:**

- a. Dispatch services agreements.**
- b. medical Director insurance.**
- c. Texas Department of State and Health Services EMS provider license.**
- d. asset purchase agreement with the City of Lockhart.**
- e. asset purchase agreement with the City of Luling.**

Report was given by Director Charles.

- a.) Dispatch Services agreements- The initial offer by the City of Lockhart was one that we cannot agree to, which was to cover expenses for 30% of all dispatch. The main issue is that all parties involved within Caldwell County are NOT on the same CAD system, therefore that causes “issues” and delays. This is a long-term issue that will have to be addressed. For now, the best possible option is to set up an agreement and “Farm Out” service based on call volume. We are waiting for another possible option to be presented by the City of Lockhart, we will consider the option once it is presented. The City of Luling has offered to handle dispatch based upon the criteria of services paid on amount of call volume. This will be tabled until the next meeting to be discussed further and look at options. No action taken.
- b.) Medical Director Insurance- John Carlton will complete the review of the options of either electing to go with insurance provided within a “Pool” or with individual single policies. The cost difference of the two options is \$3,000.00 dollars. Mr. Carlton will report back to the Board at the next meeting on the coverage and best option. No action taken.
- c.) Texas Department of State and Health Services EMS provider license- All forms and information have been submitted, we are waiting to hear back from the State, and they did not give us an exact timeline. The license needs to be done and in place by November 30,2024. No action taken.
- d.) Asset purchase agreement with the City of Lockhart- The Carlton Law Firm had a meeting with Steve Lewis from the City of Lockhart on October 7, 2024. The City of Lockhart has not given any asset agreement or list of assets. The City of Lockhart was initially contacted back in late August or early September regarding this topic and there was no response. Commissioner Adcock requested that John Carlton provide her with all information that is needed by ESD5 from the City of Lockhart by Thursday

morning, October 17, 2024 so that she can arrange a meeting with the city officials, specifically Steve Lewis and the Mayor of Lockhart. Commissioner Adcock was able to arrange a meeting that is set for Friday October 18, 2024 with the city officials to discuss. She will report her findings back at the next meeting of ESD5. No action taken.

- e.) Asset purchase agreement with the City of Luling- All information regarding all assets, equipment, vehicles, existing EMS building and land has been provided by the City of Luling. Luling City Manager, Mark Mayo, was in attendance at the October 16, 2024 meeting and answered all questions and reviewed all assets and equipment with the ESD5 Board. The ONLY variable of assets that will be determined and inventoried at a later date will be the existing inventory of medicines and drugs that the Luling EMS department has in stock at that time. A report of EMS vehicles and equipment was presented by Luling EMS director Richard Slaughter to the Board. The overall appraised value of these assets was \$424,160 dollars. In June the City of Luling presented the ESD5 Board with the appraised value of the existing Luling EMS building and the land. This appraisal was approximately \$583,000 dollars. The City of Luling has offered a 6-month lease to purchase contract to ESD5 for the existing EMS facility of \$1.00 per month for 6 months and then a purchase based upon the appraised values given. Commissioner Schnautz made the motion to accept the appraised values of the City of Luling EMS Building, Land, Vehicles and Equipment and to accept the lease/purchase agreement of these assets from the City of Luling. Commissioner Driver seconded the motion. Motion passed 5-0.

The approximate overall cost of these assets (not including any drugs or medicines) will be \$1,007,160 dollars.

**Item #9. Discuss and consider the Lower Colorado River Authority Interlocal Agreement for radio services and equipment.**

Report was given by Director Charles. The agreement with LCRA for radio services has been reviewed by John Carlton and approved. All is good to adopt the agreement with LCRA for these services.

Further discussion will occur to decide upon purchasing additional radios for the future. The cost per radio is approximately \$2,800 per month per radio.

The service agreement with LCRA covers all aspects needed, it encompass all criteria needed, aka no down time, updated towers, warranties, replacements, repairs etc....

Motion was made by Commissioner Driver to adopt the agreement with LCRA and enter into the agreement for radio services. Commissioner Rodgers seconded the motion. Motion passed 5-0.

**Item #10. Discuss and consider station negotiations with the City of Luling.**

All agreements and negotiations have been covered and completed with the City of Luling. Refer to Item #8 section "E" of the agenda.

**Item #11. Discuss and consider personnel issues including:**

- a. Organizational structure.**
- b. Staffing requirements.**
- c. Benefits.**
- d. The hiring process.**

Report was given by Director Charles. The plan for structure is to have 3 ambulances that cover the northern territory of the county and 2 ambulances that cover the southern portion beginning January 2025.

Regarding staffing, there will be a future need by the beginning of 2025 to add approximately 14 more staff members, which will be 8 more EMT's and 6 Captains.

VFIS is scheduled to report back soon, within the next week or so to Director Charles regarding benefits. The question was raised regarding including PRN employees to be included within the "benefits package." There currently has been approximately a 50/50 split among PRN employees that want the benefits package versus those who do not.

Commissioner Rodgers made the motion that ESD5 include all PRN employees to be able to enroll in the benefits package and retirement plan. Commissioner Driver seconded the motion. Motion passed 5-0.

***The ESD5 Board went in Executive Closed Session at 8:20 p.m. under Section 551.074 of the Texas Government Code to discuss personnel issues.. Executive Closed Session ended at 9:24 p.m. No action was taken during Executive Closed Session.***

Commissioner Driver made the motion for John Carlton to prepare documents for employment agreements and management services for ESD5 employees. Commissioner Schnautz seconded the motion. Motion passed 5-0.

**Item #12. Receive report from City of Lockhart EMS regarding department operations, equipment and facilities.**

Report was given by Cean Charles. All equipment and facilities are running fine, no issues. More employment applications are being received. The ambulance that was purchased by ESD5 is ready and can be picked up by November 23, 2024.

**Item #13. Receive report from City of Luling EMS regarding department operations, equipment and facilities.**

Report was given by Richard Slaughter. Currently Luling EMS has 10 full time employees, they still have 2 positions opened and are accepting and reviewing all applications. All equipment and facilities are running fine, no issues.

**Item #14. Discuss and consider District property acquisitions.**

A potential location within the City of Lockhart was discussed, which is the former Lockhart Motor Company (Ford dealership) located in downtown Lockhart.

It is a 20,000 square foot building with large open parking lot across the street from the building. The layout and location of the building would be ideal for an EMS station, further discussion and inspection is scheduled to occur to tour the property and get more details of the feasibility of a potential purchase. No action taken.

Mr. Slaughter will look further into properties that are or could be available in and around the City of Luling and report back to the Board. For any additions in Luling the preference is to have a station on the north side of the railroad tracks. No action taken.

**Item#15. Receive report from the District's legal counsel regarding pending tasks authorized by the District including:**

- a. Interlocal Agreement with the City of Schertz.**
- b. Lease Agreement with the City of Lockhart.**

The lease agreement with Lockhart is done. Mr. Carlton is waiting for a response back from the City of Schertz. The agreement must be presented to the Schertz City Council. Mr. Carlton will check on the progress, there should be a response and report soon.

**Item #16. Discuss required training hours for Commissioners.**

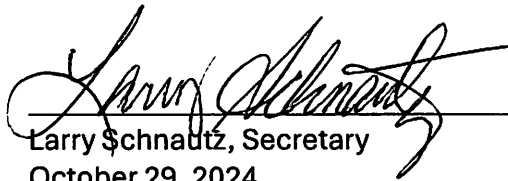
The requirements are 6 hours every 2 years.

**Item #17. Discuss and consider attendance at Texas State Association of Fire and Emergency Services District (SAFE-D) Annual Conference in February 2025 at the Kalahari Resort in Round Rock, Texas.**

Will discuss who can attend at the next meeting. The Conference is February 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> of 2025 in Round Rock, TX. No action taken.

**Item #18. Discuss time, place, date, and agenda items for next meeting.** Commissioner Driver made the motion to hold the next meeting at Luling City Hall on October 29th, 2024, at 6:00 pm. Commissioner Rodgers seconded the motion. Motion passed 5 - 0.

**Item #19. Adjournment.** Commissioner Driver made the motion to adjourn the meeting, Commissioner Schnautz seconded the motion. Motion passed 5-0. The meeting was adjourned at 9:51 p.m.

  
Larry Schnautz, Secretary  
October 29, 2024