

Minutes of Meeting
Caldwell County Emergency Services District No. 5
March 4, 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 Monday, March 4, 2024, at 6:00 p.m. in the 2nd Floor Courtroom of the Caldwell County Courthouse, 110 S. Main Street, Lockhart, Texas, pursuant to notice duly given in accordance with law.

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

| <u>Commissioner:</u> | <u>Position:</u> | <u>Attendance:</u> |
|-----------------------------|---------------------------|---------------------------|
| 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. Meeting called to order by President Driver at 6:02 pm and took agenda items in the order described below.

Item #2. Approve and accept statements and oaths of office for appointed commissioners. Statements and oaths of office were received and added to the records of the District

Item #3. Sherilyn Adcock was sworn in as Asst. Secretary/Treasurer, Commissioner Driver nominated Commissioner Adcock as Asst. Secretary/Treasurer, Commissioner Rodgers seconded the motion, motion passed 5-0.

Item #4. Citizens Comment: 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. **No public comments.**

Item #5. Discussed Minutes from ESD5 meeting on 2/20/24. Commissioner Schnautz reported an error from the minutes reported for 2/20/24 regarding the website domain name for ESD5 website. Domain name was previously reported as caldwellcounty5tx.org, the correct domain name for ESD5 should be: CaldwellCountyTXESD5.org

Motion was made by Commissioner Driver for correction of domain name and to accept minutes, motion was seconded by Commissioner Rodgers, motion passed 5-0.

Item #6. Discussion of adopting rules of procedure for District board meetings. Decision was made to have time to review options and documents and to Table this topic for future review. No action was taken.

Item #7. Presentation was made by Director of EMS for City of Lockhart, budget report was given to board to review, as well as Patient Counts by month. General questions asked by board members regarding operating procedures, personnel, equipment, billing/invoicing, long term needs and expectations, service areas. Additional reports and additional details to be given to board members at future meetings.

Item #8. Presentation was made by Director of EMS for City of Luling, budget report was given to board to review. General questions asked by board members regarding operating procedures, personnel, equipment, billing/invoicing, long term needs and expectations, service areas. Additional reports and additional details to be given to board members at future meetings.

Item #9. Discuss & Consider action on agreements for administrative & emergency services. Will be discussed at a later date. No action taken.

Item #10. Adoption of Records Management Program. Commissioner Driver made motion to Table this discussion until a later date, motion was seconded by Commissioner Rodgers. No action was taken.

Item #11. Discussion for future financing for ESD5 start up costs prior to receipts of tax revenue; Mr. Kevin Lerner with Government Capital Corp. made presentation to the board of the financing options that are available through his company. Discussed short term & long-term options.

Commissioner Driver made the Motion to allow Mr. Carlton to obtain a proposal from Government Capital for a potential loan to be made by ESD5 for “start up” costs as well as to review the proposals made by Caldwell County & the City of Luling to be mutually beneficial for all parties involved. Commissioner Schnautz seconded the motion. Motion passed 5-0.

Item #12. Discussion of District Insurance & Treasurer's Bond==Discussion on the matter was Tabled for now. Preliminary actions are being taken for now and additional information will be presented at a later date

Item #13. Report on District depository accounts. Commissioner King reported on meeting that was held with Randy Till at First Lockhart National Bank regarding the options available from them. FLNB is willing to work with ESD5 and the accounts needed, discussion was Tabled for now, will discuss again at a later meeting.

Item #14. Report on ESD5 Website & email addresses: Commissioner Rodgers reported to the board the options available, and the costs associated with establishing email addresses for each board member. Mr. Carlton recommended that each board member have their own individual email address associated with ESD5 and not an individual's personal email address be used.

Commissioner Rodgers explained that he could establish and implement individual email addresses for each board member on the ESD5 website and the most efficient, cost-effective account would be for each board member to have an individual gmail address.

Commissioner Driver made the motion to establish the individual gmail accounts, Commissioner King seconded the motion. Motion passed 5-0.

Item #15. Commissioner Driver reported that he set up and established a PO Box in Lockhart, TX for ESD5, he initially set up a 6 month lease with the Post Office. The address is: PO Box 478 Lockhart, Texas 78644.

It was noted that an actual physical address will be needed in the future and not just the PO Box.

Item #16. Mr. Carlton reported that pending legal tasks are in progress and will be finalized at a later date

From 7:25 pm to 8:10 pm the Board members along with Mr. John Carlton & Mr. Michael Parsons of the Carlton Law Firm went into executive session.

Item #17. Next ESD5 Meeting. Commissioner Driver made the motion that the next meeting be held at the same location on Monday March 18, 2024 at 6:00 pm. Commissioner Rodgers seconded the motion. Motion passed 5-0.

Commissioner Driver made motion to adjourn the meeting, Commissioner Rodgers seconded the motion. Motion passed 5-0. Meeting adjourned at 8:15 pm

Larry Schnautz, Secretary

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