

## Minutes of Meeting

### Caldwell County Emergency Services District No. 5

August 5, 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, August 5, 2024, at 6:00 p.m. at the Luling City Hall located at 509 E. Crockett St., Luling, 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	Absent
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 \_\_6:08\_\_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 June 24, 2024, meeting minutes;**

Commissioner Driver made a motion to approve the minutes from 6/24/24, Motion was seconded by Commissioner Adcock. Motion Passed 4-0

**Item #5. Receive report from City of Lockhart EMS regarding department operations, equipment and facilities;**

Cean Charles from City of Lockhart gave his report:

City of Lockhart EMS is fully Staffed.

Waiting on appraisal of all ambulances and medical equipment from the City of Lockhart

Two ambulances were secured with Frasier, it will be sometime in the Fall of 2025 before they arrive and are able to be put into service.

**Item #6. Receive report from City of Luling EMS regarding department operations, equipment and facilities;**

**Richard Slaughter from the City of Luling gave his report**

**All three Ambulances are in service and all is good.**

**City of Luling are still short 4 full time staff members, although 2 parttime employees have been hired.**

**An Estimate on the Medical Equipment value owned by the City of Luling should be completed and submitted next week.**

**Item #7. Discuss and consider Texas Department of State Health Services licensing requirements;**

**The paperwork for a secondary Medical Director is done.**

**The “Provider License” must be done and in place. ESD5 plan to purchase the leased ambulance is in place, but at least one ambulance must be Titled in ESD5 name to proceed.**

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

**John Carlton with Carlton Law Firm will set up meetings with city officials from Lockhart & Luling. Meeting time to be set and reported to the board.**

**Item #9. Discuss and consider station negotiations with the City of Luling;**

**No meeting with John Carlton w/ Carlton Law Firm as occurred, but a meeting will be set in the near future, possibly early September.**

**Item #10. Discuss and consider Medical Director salaries, role, and responsibilities;**

**Dr. Kevin Smith was approved and accepted as the secondary Medical Director for ESD5, with an annual salary of \$25,000 per year, and Dr. Smith has already meet and had conversation with Dr. Ashcraft, the ESD% primary Medical Director.**

**A “form of Agreement” will need to be filled out and signed by both doctors that will describe their duties.**

**Commissioner Driver made the motion to accept Dr. Kevin Smith as the secondary Medical Director, Commissioner Adcock seconded the motion. Motion Passed 4-0.**

**Item #11. Discuss and consider agreements to transition unincorporated areas outside the County into ESD agreements;**

**Decision was made to have John Carlton meet directly with the City of Schertz regarding the existing agreement with the City of Luling, pertaining to the service area outside of the county. The initial path is to attempt to switch the existing agreement from City of Luling over to ESD5 with the city of Schertz. This discussion will be part of future meetings that will occur with the City of Luling officials.**

**Item #12. Discuss and consider Agreement for Specialized Professional Ambulance Billing Services with Emergicon and Caldwell County ESD 5;**

**Discussed “ESO” software. The initial cost for this software will be approx.. \$42,000.00 which includes setting up the system, training, tracking Data etc...**

**Potential “transition period” will be 60-90 days**

**Commissioner Driver made the motion to enter into an agreement to purchase the ESO software, Commissioner Adcock seconded the motion. Motion Passed 4-0.**

**Item #13. Discuss and consider Business Associate Agreement between Caldwell County ESD 5 and Emergicon LLC;**

**Commissioner Rodgers made the motion to proceed with the agreement with Emergicon LLC, Commissioner Adcock seconded the motion. Motion Passed 4-0.**

**Item #14. Discuss and consider obtaining District insurance and Treasurer's bond;**

**Proposals were submitted for Insurance coverage to the board. The options being TML or VFIS. After discussion the decision was made to go with VFIS.**

**Commissioner Schnautz made the motion to use VFIS as the insurance provider, motion was seconded by Commissioner Adcock. Motion Passed 4-0.**

**A second motion was made by Commissioner Driver to use VFIS for the Treasurer's Bond, motion was seconded by Commissioner Adcock. Motion passed 4-0.**

**A third motion was made to add the Ambulance to be purchased to the VFIS insurance policy by Commissioner Driver, motion was seconded by Commissioner Adcock. Motion passed 4-0.**

**Item #15. Discuss and consider the Resolution Establishing Accounts at First Lockhart National Bank;**

**Discussion of the ESD5 banking accounts occurred.**

**Motion was made by Commissioner Driver to accept the resolution and in addition a Maximum dollar amount of \$5000 can be spent for necessities of the ESD5 and must be brought in front of the board for resolution. Any amount over \$5000 must be presented to the board in advance prior to any purchases being made for approval. The motion was seconded by Commissioner Adcock. Motion passed 4-0.**

**Item #16. Discuss and consider purchase of an ambulance from Frazier;\**

**Motion was made by Commissioner Driver to purchase the current ambulance that is being leased by the City of Lockhart, with the purchase price not to exceed \$55,000.00 dollars. Commissioner Adcock seconded the motion. Motion Passed 4-0.**

**Item #17. Receive report from the District's legal counsel regarding pending tasks authorized by the District;**

**Report be John Carlton w/ Carlton Law Firm.**

**No other discussions have occurred with the City of Lockhart. The agreements are in place and have been evaluated by Carlton Law Firm, future meetings with both the City of Lockhart & Luling will occur in the near future to discuss and attempt to finalize for all parties involved.**

**Target date to have a draft done for the City of Luling by Carlton Law Firm is 9/12/24 or possibly sooner.**

**Item #18. Discuss time, place, date, and agenda items for next meeting.** Commissioner \_\_\_\_\_Driver\_\_\_\_\_ moved to hold the next meeting at \_\_\_\_\_Lockhart EMS station in Lockhart,TX\_\_\_\_\_ (location) on \_\_\_\_\_September 9\_\_\_\_\_, 2024, at 6:00 pm. Commissioner \_\_\_\_\_Rodgers\_\_\_\_\_ seconded the motion. Motion passed \_4\_ - 0\_\_.

**Item #19. Adjournment.** Commissioner \_\_\_\_\_Driver\_\_\_\_\_ moved to adjourn the meeting, Commissioner \_\_\_\_\_Rodgers\_\_\_\_\_ seconded the motion. Motion passed \_4\_ - 0\_. The meeting was adjourned at \_\_\_\_7:15\_\_\_\_ pm.

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Larry Schnautz, Secretary  
August \_\_, 2024