

Minutes of Meeting  
Caldwell County Emergency Services District No. 5  
December 11, 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, December 11, 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:

Michael Parsons – The Carlton Law Firm PLLC

**Item #1. Call Meeting to order.** Meeting called to order by Commissioner Driver at 6:01 p.m. 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.

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 approving the November 13, 2024 meeting minutes and December 3, 2024, meeting minutes.**

Commissioner Driver made the motion to accept the minutes from the November 13, 2024 meeting. Commissioner Adcock seconded the motion, and the motion passed 5-0.

Commissioner Driver made the motion to accept the minutes from the December 3, 2024 meeting. Commissioner Adcock seconded the motion, and the motion passed 5-0.

**Item #5. Discuss and consider action regarding District Treasurer's report, including:**

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

The Treasurer's report was given by Commissioner King, along with printed statements and report.

A question was raised regarding receiving a statement from Government Capital that shows a detailed interest report and activity report. No statement of any kind has been received from Government Capital.

Commissioner Driver made the motion to accept the Treasurer's report. Commissioner Rodgers seconded the motion, and the motion passed 5-0.

**Item #6. Discuss and consider approving the purchase of the command vehicles through TIPS with updated term information.**

Approval from Board was already given and passed previously. No discussion or actions were taken.

**Item #7. Discuss and consider Amended Resolution approving financing of vehicles for command staff with First Lockhart National Bank.**

The loan from First Lockhart National Bank (FLNB) will be at a 5% interest rate on a 5 year term. The loan amount should cover not just the vehicles but also the expense of "outfitting" the vehicles.

Commissioner Driver made the motion to approve and accept the financing with FLNB with these criteria. Commissioner King seconded the motion, and the motion passed 5-0.

**Item #8. Discuss and consider upfitting command vehicles and adding District logos and name.**

Cean Charles is waiting on the last bid (3<sup>rd</sup> bid) to come in. He is expecting to have this information by the end of this week, and a decision can be made after all bids are received. No action taken.

**Item #9. Discuss and consider purchase of EMS equipment.**

Commissioner Driver made the motion to purchase 3 monitors and 3 radios for the command vehicles. Commissioner Rodgers seconded the motion, and the motion passed 5-0.

**Item #10. Discuss and consider the dispatch services agreement with the City of Luling.**

Commissioner Driver made the motion to accept the agreement with the City of Luling as presented for dispatch as well as with the accompanying business associate agreement. Commissioner Rodgers seconded the motion, and the motion passed 5-0.

***\*\*\*The Board went into Executive Session at 6:32 pm with Michael Parsons from The Carlton Law Firm to discuss Items #11, #12 & #13 pursuant to Government Code § 551.071.***

***Executive Session ended at 6:55 pm. No actions were taken during executive session.***

**Item #11. Discuss and consider approval of the asset purchase and sale agreement with the City of Lockhart.**

Tabled until next meeting. No action taken.

**Item #12. Discuss and consider amending the asset purchase and sale agreement with the City of Luling, if necessary.**

Tabled until next meeting. No action taken.

**Item #13. Discuss and consider approval of the asset purchase and sale agreement with Caldwell County.**

Tabled until next meeting. No action taken.

**Item #14. Receive report from EMS Chief regarding department operations, equipment and facilities.**

Cean Charles gave his report. The State inspection is set for 10:00 am in Lockhart on December 18, 2024.

There have been no staff or facility changes since the last report.

Richard Slaughter gave his report on the Luling EMS facility. There is one truck in the shop but is expected to be back in service with a couple of days, otherwise there have been no changes since last report.

**Item #15. Discuss and consider providing EMS Chief ability to address items that may arise before the January Board meeting including:**

- a. operations related to EMS;**
- b. response times;**
- c. call volume;**
- d. licensing and certifications;**
- e. personnel staffing and training;**
- f. management activities;**
- g. management of assets and equipment; and**
- h. communications and public information activities**

Commissioner Driver made the motion to approve EMS Chief to be authorized to address and be authorized to complete items “A” through “H”, review of these items and authority to be reviewed in January 2025. Commissioner Rodgers seconded the motion, and the motion passed 5-0.

**Item #16. Discuss and consider the Resolution Approving the Caldwell County Appraisal Roll.**

Commissioner Driver made the motion to approve the Resolution Approving the appraisal roll. Commissioner Adcock seconded the motion, and the motion passed 5-0.

**Item #17. Discuss and consider approving any alterations to employee benefits including: Health, Dental, Life, Disability, Vision, and other benefits.**

Presentation by representative of LegalShield to the Board. There is no cost to ESD5 for these legal services to the employees. The services will be available to the employees on a voluntary basis.

Commissioner Driver made the motion to offer LegalShield as a benefit to ESD5 employees. Commissioner King seconded the motion, and the motion passed 5-0.

Mr. Charles presented the options for unemployment insurance.

The best option is the Zero Reimbursement Model for unemployment insurance. Commissioner Driver made the motion to accept and use the Zero Reimbursement Model. Commissioner Adcock seconded the motion, and the motion passed 5-0.

**Item #18. Discuss and consider updating VFIS regarding increased coverage of operations.**

Tabled until next meeting. No action taken.

**Item #19. Discuss and consider submitting required annual report to the Division of Emergency Management.**

Commissioner Driver made the motion for The Carlton Law Firm to submit the report to the Division of Emergency Management. Commissioner Schnautz seconded the motion, and the motion passed 5-0.

**Item #20. Discuss and consider commissioner terms expiring at the end of the year.**

Commissioner King and Schnautz to consider another term. No action taken.

**Item #21. Discuss and consider approving Resolution Establishing Administrative Office.**

Commissioner Driver made the motion to approve the resolution establishing Administrative Office. Commissioner Adcock seconded the motion, and the motion passed 5-0.

**Item #22. Receive report from the District's legal counsel regarding pending tasks authorized by the District including:**

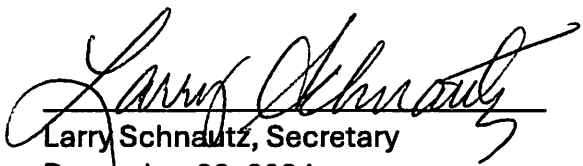
**a. status of certificates of insurance for Lockhart and Luling EMS Stations**

ESD5 is waiting on the value of the Lockhart EMS building. Information is expected to be submitted to ESD5 from the City of Lockhart. The Board is waiting on this to proceed.

**Item #23. Discuss time, place, date, and agenda items for next meeting.**

Commissioner Driver moved to hold the next meeting at Lockhart EMS on December 23rd, 2024, at 6:00 pm. Commissioner Rodgers seconded the motion, and the motion passed 5-0.

**Item #24. Adjournment.** Commissioner Driver moved to adjourn the meeting. Commissioner Adcock seconded the motion, and the motion passed 5-0. The meeting was adjourned at 7:48 pm.

  
Larry Schnautz, Secretary  
December 23, 2024