

Minutes of Meeting

Caldwell County Emergency Services District No. 5

January 15, 2025

The State of Texas

County of Caldwell

The Board of Commissioners of Caldwell County Emergency Services District No. 5 ("District") met in special session, open to the public, on Wednesday, January 15, 2025, 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	Absent
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 6:00 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.

None.

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.*

None.

Item #4. Discuss and consider approving the December 23, 2024, meeting minutes.

Commissioner Rodgers moved to approve the December 23, 2024 minutes. Commissioner Adcock seconded the motion, and the motion passed 4-0.

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**

Commissioner King presented the Treasurer's report. Commissioner Driver moved to approve the Treasurer's report, bills, invoices, and financial report. Commissioner Adcock seconded the motion, and the motion passed 4-0.

Item #6. Discuss and consider recommendations for the appointment and reappointment of Commissioners to the ESD #5 Board to the Caldwell County Commissioners Court.

Tabled.

Item #7. Discuss and consider approving and accepting statements and oaths of office for appointed/reappointed Commissioners.

Tabled.

Item #8. Discuss and consider election of officers for Board.

Tabled.

Item #9. Discuss and consider training requirements and compliance status for each Commissioner.

The Board discussed the training requirements. No action was taken.

Item #10. Discuss and consider authorizing publication of notice of administrative office location.

The Board discussed the publication of the notice of administrative office, 214 Bufkin Ln., Lockhart, Texas. Commissioner Driver moved to approve the publication of the notice. Commissioner Adcock seconded the motion, and the motion passed 4-0. Chief Charles said he will handle the publication.

Item #11. Discuss and consider Caldwell County Appraisal District costs.

Chief Charles discussed the payments to the Caldwell County Appraisal District, two payments of roughly \$220,000 and \$190,000. Chief Charles also noted the payments are roughly \$43,500 quarterly. Commissioner Driver moved to pay the quarterly amount. Commissioner Rodgers seconded the motion, and the motion passed 4-0.

Item #12. Receive report from EMS Chief regarding department operations, equipment and facilities.

Chief Charles said the explorers will be ready around February 1, 2025, and they had passed inspection.

Legal will look at any Assumption Agreements to assume the agreements that are already in place once provided.

Item #13. Discuss and consider FY25 budget amendments and staffing.

The Board discussed the asset agreements and payroll and noted they will need to make budget changes. No action was taken.

Item #14. Discuss and consider administrative and field staff holiday schedule.

The Board discussed Lockhart, Luling, and Caldwell County holidays and ideas of what the District should have as holidays, vacation, and sick time. Commissioner Driver moved to adopt 72 hours of vacation up front, that goes away at the end of the Fiscal Year, 13 federal holidays at time and a half pay unless they are already in overtime in which case it will be double time. Commissioner Rodgers seconded the motion, and the motion passed 4-0.

Item #15. Discuss and consider the CATRAC agreements, the Business Associate Agreement, and dues payment.

Chief Charles noted it is mandatory to enter into the CATRAC agreement and Business Associate Agreements. Mr. Parsons noted that the law firm has not received the CATRAC Agreement to review and recommends waiting until the next meeting to execute after legal review. Commissioner Driver moved to enter into the CATRAC Agreement and Business Associate Agreement. Commissioner King seconded the motion, and the motion passed 4-0.

Item #16. Discuss and consider approval of the asset purchase and sale agreement with the City of Lockhart.

Mr. Parsons advised the District has not received the requested letter from the County stating any issues with ownership of any item on the asset list is between the County and the City of Lockhart, but there is email correspondence to make that argument. Commissioner

Driver moved to approve the asset purchase agreement. Commissioner Rodgers seconded the motion, and the motion passed 4-0.

Item #17. Discuss and consider transfer of service from the City of Lockhart to the District.

The Board discussed radio communications. No action was taken.

Item #18. Discuss and consider transfer of service from the City of Luling to the District.

No action was taken.

Item #19. Discuss and consider updating VFIS regarding increased coverage of operations.

Chief Charles noted that operations will be included when employee's come aboard. Vehicles are good. No action taken.


Item #20. 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

Mr. Parsons let the Board know insurance information has been sent to VFIS.

Item #21. Discuss time, place, date, and agenda items for next meeting. Commissioner Driver moved to hold the next meeting at the Luling City Hall located at 509 E. Crockett St., Luling, Texas 78648 on January 27th, 2025, at 6:00 pm. Commissioner Rodgers seconded the motion, and the motion passed 4-0.

Item #22. Adjournment. Commissioner Driver moved to adjourn the meeting, Commissioner Rodgers seconded the motion, and the motion passed 4-0. The meeting was adjourned at 7:11 pm.



Jeremy Driver, President
January 27, 2025