

ESD 8 Minutes January 6, 2014 at PFD Station One, 801 Bee Creek Road, Briarcliff, TX. 78669

ESD 8 Board Members Present: Russ Munsch, Gail Zahara, Karen Fromel, David Streilein, Kristy Quigley (arrived late)

Staff Present: Chief Gerry Deming, ESD Manager Mike Claypool, Battalion Chief Wade Schmidtzinsky.

Citizens present: Bob Dilley, Karen Bruett and Byron Zinn, Burnet County ESD 9.

- 1) Call to Order by Board President Russ Munsch at 6:30 P.M.
- 2) Secretary's Report: Minutes of the previous Board meeting had been sent to Commissioners prior to the meeting. Motion by Mr. Streilein, second by Ms. Zahara to approve the minutes. Approval of minutes 4-0 (Kristy not present yet).
- 3) Audit discussion with James Medack. Russ asked question about records retention. Discussed daily statement mailed from the Travis County Tax Office. Mike is looking into daily electronic statements instead of paper mailouts. ESD 8 did receive the highest possible ratings in the Audit, although the Auditor did make specific suggestions for improvement. Staff was congratulated for their professionalism during the audit. Bob Dilley was recognized for his outstanding volunteer contributions in cleaning up the books and developing accounting procedures for the ESD.

The quarterly financial report was presented, including review and discussion of the Balance Sheet to 12/31/2013. Property and sales tax collections were highlighted. As well, the year to date actual revenue and expenses were compared to the budget allocations. It was noted that high use of employee paid time off has been resulting in an over expenditure in overtime pay in the first quarter of the budget year. This matter has been addressed with employees, with improvements shown recently.

Gail asked why don't the approved budgets and these reports match? Bob and Mike answered that the reallocation of funds to different budget categories was done to improve recordkeeping accuracy. It was recognized by administration that funds cannot be moved to different categories without Board approval.

- 4) The Fire Chief's Annual Report will be at the February meeting. A draft should be done in the next week. It will show a decrease of 3% in calls, most likely due to improved wild fire conditions resulting from the October rains. The strategic planning process has begun, with completion of a 5 year plan expected in May.
- 5) December 5th, President Munsch and Chief Deming met with Robert Abbott, Lake Travis Fire and Rescue Chief, and officials of the Austin Fire Department and ESD 8 was formally accepted into Auto Aid. If we have a structure fire, we will then have 4 engines, 2 ladder trucks, and 2 chiefs dispatched. These resources will be promptly cancelled if not needed.

- 6) Station 3 went live on January 1st, 2014 with shifts of 9:00 to 21:00 hours, seven days a week. The station will have 2 man staffing. We are having an open house on the 25th to celebrate this new asset for our territory west of the Pedernales River; we will look into getting it into the Siren to announce the party.
- 7) The need to update our website was discussed. Russ will look into this with Chief Deming and Mr. Claypool.
- 8) Firefighters union is working with Chief on strategic plan. Discussed the fill the boot campaign.
- 9) Open to comments: ESD9 Spicewood, thankful and grateful for our help and openness.
- 10) The Board voted 5-0 to adopt the following Budget Amendment: Up to \$5,000 to be moved from Station 3 Furnishings to Information Technology: a new laptop for the Chief, and software. As well, software to enable an improved and secure email system.
- 11) Next meeting 2/24/14 at 6:30pm