

**HAYS COUNTY EMERGENCY SERVICES DISTRICT NO. 3**  
**NOTICE OF REGULAR MEETING**  
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NOTICE IS HEREBY POSTED PURSUANT TO THE TEXAS OPEN MEETING ACT (CHAPTER 551, TEXAS GOVERNMENT CODE) OF A MEETING OF THE BOARD OF EMERGENCY SERVICES COMMISSIONERS OF HAYS COUNTY EMERGENCY SERVICES DISTRICT NO. 3, TO BE HELD AT **1401 W. SAN ANTONIO STREET, SAN MARCOS TX, 78666 ON MARCH 26, 2013, AT 7:00 P.M.**

**THE FOLLOWING AGENDA ITEMS WILL BE DISCUSSED, CONSIDERED AND ACTION TAKEN AS APPROPRIATE:**

1. CALL TO ORDER AND ESTABLISH QUORUM.
2. PLEDGE OF ALLEGIANCE – to the American Flag & to the Texas Flag
3. BIRTHDAYS

<b>CONSENT ITEMS</b>
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4. READING AND APPROVAL OF MINUTES FROM THE REGULAR MEETING ON FEBRUARY 19, 2013 AND THE WORKSHOP ON FEBRUARY 27, 2013.
5. PRESENTATION OF REPORTS FROM SALES TAX ASSURANCE, LLC.

<b>ACTION ITEMS</b>
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1. DISCUSSION AND ACTION ON THE METHOD AND MANNER OF THE PROVISION OF EMERGENCY SERVICES BY THE DISTRICT AND ORGANIZATION OF SAME, INCLUDING, BUT NOT LIMITED TO, CONTRACTING WITH SOUTH HAYS FIRE DEPARTMENT AND FUTURE STATUS OF THE TEXAS FIRE ACADEMY AND THE USE OF DISTRICT ASSETS FOR SAME.
2. DISCUSSION AND ACTION ON APPOINTING AN EVALUATION COMMITTEE TO REVIEW PROPOSALS AND RECOMMEND A CONSTRUCTION MANAGER AT RISK. (Patti)
3. DISCUSSION AND ACTION ON TREASURER'S REPORT.
4. DISCUSSION AND ACTION ON FINAL 2012 BUDGET. (Sharon)
5. DISCUSSION AND ACTION ON 2013 BUDGET AMENDMENTS. (Sharon)
6. DISCUSSION AND ACTION TO MOVE REMAINING 2012 SALES TAX BUDGET FUNDS, IN THE AMOUNT OF \$23,691, FROM THE SALES TAX ACCOUNT INTO THE BUILDING FUND ACCOUNT AND REPORT ON CUMULATIVE BALANCE OF THE BUILDING FUND. (Sharon)
7. DISCUSSION AND ACTION TO OPEN A MAINTENANCE & OPERATIONS SAVINGS ACCOUNT AT SAGE CAPITAL BANK AND TO FUND THE ACCOUNT WITH THE REMAINING 2012 M&O BUDGET, IN THE AMOUNT OF \$130,521. (Reference Workshop Minutes 9/7/12). (Sharon)
8. DISCUSSION AND ACTION TO REMOVE FAY H. MARTIN AS SIGNOR FROM ESD 3 BANK ACCOUNTS AT SAGE CAPITAL BANK. (Patti)
9. DISCUSSION AND ACTION TO ADD GARDNER D. KRUMREY AS SIGNOR TO ESD 3 BANK ACCOUNTS AT SAGE CAPITAL BANK. (Patti)
10. DISCUSSION AND ACTION ON POSSIBLE UPDATES TO THE FIXED ASSETS, CONFLICT OF INTEREST, INVESTMENTS, PURCHASE ORDER AND FIRE STATION UTILIZATION POLICIES. (Patti)
11. DISCUSSION AND ACTION ON PURCHASE ORDER(S) AS FOLLOWS:
  - a. AD VALOREM CONTINGENCY FUND BALANCE AS OF 3/1/2013, AFTER BOARD APPROVED PO'S = \$13,413
    - 1) No purchase orders
  - b. SALES TAX CONTINGENCY FUND BALANCE AS OF 3/1/2013, AFTER BOARD APPROVED PO'S = \$14,384
    - 1) PO #220498 additional charge to correct a change in the SCBA equipment approved December 2012 in the amount of \$1,852.50. (Chief)
12. DISCUSSION AND ACTION ON THE 5 YEAR PLAN. (Sharon)
13. DISCUSSION AND ACTION ON THE LAND ACQUISITION AND BUILDING FINANCING. (Sharon)
14. CHIEF'S REPORT: Alarm Data; Situation Report; Membership; Officers Corps; Apparatus & Station Maintenance; Training; Staff Time Incidents; Special Projects; Grants; Safety

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15. DISCUSSION AND ACTION ON ATTENDING THE HAYS COUNTY PSAP CO-LOCATION PROJECT MANAGEMENT SEMINAR APRIL 3<sup>RD</sup> & 4<sup>TH</sup>, 2013. (Chief)
16. DISCUSSION AND ACTION ON EDUCATIONAL MATERIAL FOR SALES TAX ELECTION. (Patti)
17. DISCUSSION AND ACTION ON DEVELOPING AN EMPLOYEE HANDBOOK AND A POLICY AND PROCEDURE MANUAL. (Patti & Chief)
18. DISCUSSION AND ACTION ON CHANGES TO THE SOUTH HAYS FIRE DEPARTMENT BY-LAWS. (Chief)
19. DISCUSSION AND ACTION ON IMPLEMENTING A JUNIOR FIREFIGHTER PROGRAM. (Chief)
20. CITIZEN COMMUNICATIONS.
21. ESTABLISH PLACE FOR NEXT MEETING.
22. ADJOURN.

THIS AGENDA WAS POSTED AT THE HAYS COUNTY COURTHOUSE ON **MARCH 22, 2013**.

PATTI E. BLACKSON  
ADMINISTRATIVE ASSISTANT  
HAYS COUNTY EMERGENCY SERVICES DISTRICT NO. 3

\* The District reserves the right to consider and take action on the above agenda items in any order. It also reserves the right to enter into a closed meeting on any agenda item as allowed by law. A Citizens Comment Form must be filed with the Secretary at least 10 minutes prior to the beginning of the meeting for an individual to be allowed to speak during Citizen Comment. By completing the Citizen Comment Form, the individual understands and acknowledges that the public is not entitled to choose the items to be discussed or to speak about items on the agenda, but that this opportunity is provided as a privilege. The individual executing the Citizen Comment Form understands that he/she is provided a limited amount of time, and that he/she may not be allowed to continue to address the Board of Emergency Services Commissioners if the comments are rude, disparaging or defamatory to any individual or entity, or the comments become disruptive to the good order of the meeting. If at a meeting of a governmental body, a member of the public or of the governmental body inquires about a subject for which notice has not been given as required by the Texas Open Meetings Act, the notice provisions of the Texas Open Meetings Act do not apply to a statement of specific factual information given in response to the inquiry; a recitation of existing policy in response to the inquiry; or, any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.