

**LLANO COUNTY EMERGENCY SERVICES DISTRICT #5
MINUTES
JANUARY 19, 2026**

A regular meeting of the Board of Commissioners of Llano County Emergency Services District No. 5 was held on Monday, January 19, 2026, at 1:00 p.m., at the Sunrise Beach Federated Church, 105 East Lakeshore Drive, Sunrise Beach Village, Llano County, Texas, 78643-9283.

The following members were present, thus constituting a quorum:

Karl Wolfe	President	Present
Mike von Wupperfeld	Vice President	Present
Jean Glass	Treasurer	Present
Brooks Frederick	Secretary	Present
Michael Thomas	Asst. Treasurer	Present

1. Call meeting to order and establish a quorum.

Commissioner Wolfe called the meeting to order and established a quorum at 1:05 p.m.

2. Pledge of Allegiance.

The Pledge of Allegiance was said by all in attendance.

BOARD ITEMS

3. Approve and accept statements and oaths of office for appointed and reappointed commissioners.

Commissioner Glass moved to accept the Oaths of Office and Statements for Commissioners Frederick and von Wupperfeld; seconded by Commissioner Thomas. Motion passed 3-0-2, with Commissioners Frederick and von Wupperfeld abstaining.

4. Election of Board Officers.

Commissioner Thomas moved to elect Commissioner Frederick as Secretary, with the other officer positions remaining the same; seconded by Commissioner von Wupperfeld. Motion passed 5-0.

PUBLIC COMMENT

5. Public Comment.

None.

6. Public Comment on Agenda Items.

None.

MINUTES

7. Discuss and consider approval of the December 15, 2025, regular meeting minutes.

Commissioner von Wupperfeld moved to approve the minutes as presented; seconded by Commissioner Glass. Motion passed 5-0.

REPORTS

8. Review and approve the December 2025 Financial Reports, to include January disbursements, including Fire Chief expenditures over \$50,000.00.

Chief Cates reviewed FY26 Budget performance – YTD - Budgeted expenses – Administrative = \$35,591 – 21.6% of budget; Personnel = \$105,914 – 19% of budget; Operations = \$26,278 – 42% of budget; Facilities = \$9,536 – 31.7% of budget; Fleet = \$4,867 – 7.9% of budget; Contracted Services - \$1, 583 – 31.7% of budget; and CapEx = \$74,046 – 13.3% of budget. Surplus - \$180,230.

Review of Balance Sheet – Primary Operating - \$85,547.32; Expense - \$1,979.61; TexPool Operating - \$278,802.25; and TexPool Reserve - \$489,822.37. Fixed Assets - \$509,881.25. Total Assets - \$1,363,032.80.

Total Disbursements - \$67,598.31.

No Fire Chief expenditures over \$50,000.00 were presented.

Commissioner Glass moved to approve the December 2025 financials and disbursements as presented, seconded by Commissioner Thomas. Motion passed 5-0.

9. Monthly Reports: Discussion and possible action on the following items from the ESD #5 Fire Chief's and Sunrise Beach VFD's reports:

a. Monthly report from ESD #5, including Sunrise Beach VFD information, regarding:

i. Emergency operations including breakdown of call categories/types, response times, and call volume

16 calls for service – 13 medical, 1 fire-related, 1 hazardous condition, and 1 service call. Chief Cates noted that for the calendar year 2025, the District ran 217 calls. The average response time for the year was 4 minutes, 17 seconds.

ii. Personnel coverage

For the month of December 2025, the District had 93.6% coverage with career part-Time personnel.

iii. Apparatus

Fleet Management – Brush Truck 253 – Oil change/O2 Sensor repair completed. 251 also had oil change completed. At least once a week, if not daily, engine hours and mileage are being captured, and the Chief is reviewing the information monthly to stay on top of maintenance. Engine 51 should be back from steering repair and radio work by Friday, January 23.

iv. Training

EMS drill at the beginning of month. No drill during Christmas week. All new career fire fighters that come on board are required to take CE course on SCBA Air Packs. Some rescue training has been completed with additional scheduling for the week of January 26.

v. Personnel credentialing (SFFMA, HEMS, TCFP & others

Chief Cates completed his required CEs as Head of Department by attending the Texas Fire Chiefs Conference in San Antonio.

vi. Management activities and take any related actions

No action taken.

b. Monthly report from Sunrise Beach VFD regarding:

i. Actions related to administration, facilities, apparatus, and special projects.

Concern – VFD is very limited on firefighter staff currently and the VFD is hopeful that recruitment will increase once fire station is complete. The VFD is working with one more of the three northern subdivisions to put out the 911 address signs. This is a dual-purpose recruiting and public service effort. No action taken.

DISCUSSION/ACTION ITEMS

10. Discussion with possible action regarding updating resolutions regarding Disbursements and Signature Authorization.

Upon review of the resolutions, it was noted that the bank information was incorrect. Ms. Snow to get with legal to correct the resolutions.

Commissioner Wolfe discussed #6 of the resolution regarding approval of TexPool transfers. TexPool transfer confirmations must have authorization approvals by ESD Treasurer to comply.

Commissioner Glass moved to approve the resolution, subject to correction and final legal review. Commissioner Von Wupperfeld seconded the motion. Motion passed 5-0.

11. Review training requirements and compliance status for each Commissioner.

Current training completion and upcoming requirements were discussed. Commissioner von Wupperfeld noted that Cyber Security training is now an annual requirement. He is getting this training set up via an online course (1 hour) through VFIS University. This training may also be available at the SAFE-D conference in late January.

No action taken.

12. Review and approve quarterly investment report for 4th quarter of previous year.

The 4th Quarter Investment Report was presented by Commissioner Glass, noting the investment value of \$487,789.96, with interest earned for 2025 of \$5,018.09. Commissioner Thomas moved to approve the 4th Quarter Investment Report, seconded by Commissioner von Wupperfeld. Motion passed 5-0.

13. Discussion with possible action on updates from the Strategic Planning Committee.

The Board discussed the grant application for the generator. TDEM notified the District that it forwarded the application, and the application is being reviewed by FEMA. The federal portion of the grant would be \$81,000. The District would be responsible for \$27,000 and if awarded, FEMA would pay \$5,400 for managing the grant in-house. This would drop the \$27,000 buy-in to \$21,600, which would be the District's actual expense, if approved.

Commissioner von Wupperfeld noted that an Interlocal Agreement with the City for lease of facilities is needed. Commissioners von Wupperfeld and Wolfe are developing a draft of an agreement for legal review.

No action taken.

14. Discussion with possible action on updates from the Facilities Renovation Committee, including:

a. Fire Station renovations and progress:

Commissioner Wolfe reported on the progress of the fire station. Station Layout drawings were completed January 9th. Automation (low-voltage system) and Fire Station Alerting drawings are 90% complete. Occupancy is determined to be 50 people in the training room per the Occupancy Analyst's decision record.

Commissioner Wolfe to get additional quotes on the Flatwork Design as the two bids received exceeded the original budget/plans/costs. The prior approval in December 2025 was a not-to-exceed spend of \$10,000.

Construction Progress – roof installation completed. Structural modification complete. Framing essentially completed. Apparatus Bay Wall sheet rock completed. Exterior windows installed. Exterior doors completed, with two exceptions. Plumbing rough-in 90% complete. Fire Alarm System - pre-wiring and rough-in work underway, as well as Fire Sprinkler rough in. Inspection contract awarded to Able Inspectors.

Commissioner Wolfe reviewed the request for funding renovations, and the following motions were made.

Commissioner Wolfe moved a "Not to Exceed" spend of \$19,000 to purchase flooring materials, seconded by Commissioner von Wupperfeld. Motion passed 5-0.

Commissioner Thomas moved a "Not to Exceed" spend of \$30,000 to purchase the station alerting system, seconded by Commissioner Frederick. Motion passed 5-0.

Commissioner Wolfe moved a "Not to Exceed" spend of \$20,000 to purchase four 1-hour fire rated windows, seconded by Commissioner Glass. Motion passed 5-0.

Commissioner Wolfe moved a "Not to Exceed" spend of \$7,000 to purchase interior doors, seconded by Commissioner von Wupperfeld. Motion passed 5-0.

Commissioner Glass moved a "Not to Exceed" spend of \$27,000 for drywall work, seconded by Commissioner von Wupperfeld. Motion passed 5-0.

Commissioner Thomas moved a "Not to Exceed" spend of \$14,000 to purchase the Fire Suppression Vent Hood for the kitchen, seconded by Commissioner Frederick. Motion passed 5-0.

b. Transfer of Facilities progress and relevant Lease Agreement with City of Sunrise Beach.

Transfer to take place on or before February 28, 2026. Highland Lakes Title is preparing the title insurance policy.

15. Discussion with possible action on Government Capital loan for the completion of the Fire Station No. 1 renovations. Ed King, from Government Capital to be in attendance.

Ed King discussed financing options and time frame for the funding of the completion of Fire Station 1. Mr. King will provide specific terms prior to the next board meeting, including longer-term options per the request of Commissioner Glass.

No action taken.

16. Discussion with possible action on grants, including FEMA/TDEM, Texas Forest Service, Texas Mutual, and other organizations.

Noted in # 13, above.

No action taken.

17. Discussion with possible action on topics to the next Board Meeting.

Reimbursement Resolution for loan, ESD and City Code, Interlocal Agreement, follow-up meeting with Ed King regarding funding for the completion of Fire Station No. 1.

No action taken.

18. Set date and time for February 2026 regular meeting.

A regularly scheduled meeting was set for Monday, February 16, 2026, at the Sunrise Beach Federated Church, 105 East Lakeshore Drive, Sunrise Beach Village, Llano County, Texas, 78643-6283.

19. Discussion with possible action on annual performance review for Chief Cates.

The Board adjourned to Executive Session at 3:40 p.m. under the personnel exception of the Government Code to discuss Chief Cates' annual performance review. Executive Session adjourned at 4:29 p.m.

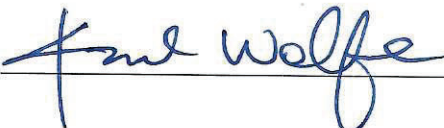
Regular Session resumed at 4:30 p.m. No action was taken in executive session.

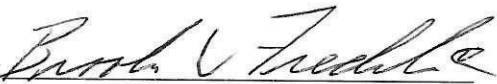
Commissioner Glass moved to approve a 10% salary increase for the Chief, effective at the next pay period on January 26, 2026, seconded by Commissioner Frederick. Motion passed 5-0.

20. Adjournment.

There being no further business, Commissioner Wolfe declared the meeting adjourned 4:46 p.m.

Approved: February 16, 2026

Approved: 

Attest: 
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