

**LLANO COUNTY EMERGENCY SERVICES DISTRICT #5  
MINUTES  
March 16, 2025**

A regular meeting of the Board of Commissioners of Llano County Emergency Services District No. 5 was held on Monday, March 16, 2025, at 1:00 p.m., at the Civic Center of Sunrise Beach Village, 124 Sunrise 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 1:01 p.m.

**2. Pledge of Allegiance.**

The Pledge of Allegiance was said by all in attendance.

**PUBLIC COMMENT**

**3. Public Comment:**

Gene Broadway from Burnet County ESD11 reported that Commissioners from multiple Burnet County ESD's gathered for a quarterly meeting. The following list of opportunities and items for Burnet County to work on were discussed:

- Fire Code and Fire Marshal;
- Dispatch Services and Radio Communication;
- Public Information Officer;
- Software Equipment Interoperability Across Departments;
- Mobile SCBA Cascade System;
- Common Training Facility; and
- Exploration of Cost Savings.

**4. Public Comment on Agenda Items:**

None.

## MINUTES

### **5. Discuss and consider approval of the February 19, 2026, regular meeting minutes and February 27, 2026, special meeting minutes;**

Commissioner von Wupperfeld moved to approve the minutes for the February 19, 2026 regular meeting as presented, seconded by Commissioner Glass. Motion passed 5-0. Commissioner Glass moved to approve the minutes for the February 27, 2026 special meeting as presented, seconded by Commissioner Frederick. Motion passed 5-0.

## REPORTS

### **6. Discuss and consider approval of the February Financial Reports, to include February disbursement, including Fire Chief expenditures over \$50,000.00;**

Chief Cates noted that a budget amendment will need to be considered in April to account for money moving around within the budget while working on the completion of the fire station.

Review of the Balance Sheet – Primary Operating = \$1,696.66, Expense = \$2,832.86, TexPool Operating = \$427,073.07 and TexPool Reserve = \$489,822.37.

Disbursements are \$76,785.27.

No Fire Chief expenditures over \$50,000.00

Commissioner Thomas moved to approve the February Financial Reports; including February disbursements. Commissioner von Wupperfeld seconded the motion. Motion passed 5-0.

### **7. Discussion and possible action on monthly reports from EDS #5 Fire Chief and possible action from either ESD #5 or Sunrise Beach VFD;**

#### **a. Monthly report from ESD #5, to include Sunrise Beach VFD information regarding:**

##### **i. Emergency operation including breakdown of call categories/types, response times, call volume, etc.**

14 calls for services – 11 medical, 1 traffic collision, 5 fire, 1 mutual aid. Average response time 8:47 – 90th percentile.

No action taken.

##### **ii. Personnel coverage**

February was busy with regard to coverage between fire weather and the freezing temperatures. This is a product of part-time staff that work full-time job with other departments.

No action taken.

##### **iii. Apparatus**

Rescue 51 has had all pre-warranty issues identified and repaired by Siddons-Martin and the unit went back into full service on February 19<sup>th</sup>.

No action taken.

**iv. Training**

Total training hours for the month of February 2026 – 139.50

No action taken.

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

No action taken.

**vi. Management activities**

Commissioner von Wupperfeld has obtained the llanocoed5tx.gov domain name. The website should be fully functional in about 3 weeks. Emails will remain .org for several months until transitioned to .gov.

No action taken.

**b. Monthly update from Sunrise Beach VFD regarding:**

**i. Actions related to administration, ESD support or special project.**

Deputy Chief Gower noted that the VFD is struggling with staffing and will pursue engaging more volunteers after all operations are back into Fire Station 51 post construction.

Commissioner Frederick is putting together the history of SBVFD, which started in 1969.

No action taken.

**DISCUSSION/ACTION ITEMS**

**8. Discussion with possible action on updates from the Facilities Renovation committee, including;**

**a. Fire Station renovation and progress:**

**Overall**

- Property Transfer successfully completed on Feb 26
- Per Feb 27 meeting, revised Concrete Design completed on March 11. Work by designer considered complete.

**Construction Progress – still working ~ 6 to 7 days/week**

- Electrical now progressing with “trim work”, mainly 2<sup>nd</sup> Floor light/fan work and Apparatus Bays
- Insulation 100% complete
- Sheetrock 98% complete, small punch list items remain
- HVAC work about 95% complete, Kitchen Vent Hood is priority near term
- Plumbing 75% complete, trim work and fixture installation remains
- Painting commenced
- Cabinet Rough-in complete, trim work remains
- Tile work in showers is done, now doors to be installed
- Suspended ceiling 95% complete – Training room lights remain
- Fire Alarm System – trim work remains and test
- Exterior Doors (Patio) – due to arrive by about March 19

- Interior doors mostly installed, a couple remain
- Radio Tower concrete this week and assembly to follow, then antennas
- Inspections (7 are complete, some punch list items), next inspection is HVAC, Plumbing & Electrical; Mike Thomas coordinating COO (Certificate of Occupancy)

**Funding Requests:**

1. Request a NTE of \$8k for Gutters
2. Request a NTE of \$40k for flooring (materials and labor)
3. Request a NTE of \$32k for plumbing
4. Request a NTE of \$100k for remaining scope of completion work

Commissioner von Wupperfeld moved to approve the funding requests 1-4 as presented, seconded by Commissioner Thomas. Motion passed 5-0.

**9. Discussion with possible action on flatwork bids for the Fire Station 51 renovations.**

Commissioner Wolfe presented the flatwork bids that were available. He requested to hold a Special Meeting in March to finalize the process. The Board discussed and decided that a Special Meeting will be held on Wednesday, March 25, 2026, 1:30 p.m.

No action taken.

**10. Discussion with possible action on Government Capital loan for the completion of Fire Station 51 renovation.**

Commissioner Wolfe reviewed the information provided by Ed King regarding the terms, interest rate and payment amount for loans ranging from \$750,000 to \$800,000.00 and timeline on the loan process. Commissioner Wolfe will speak with Ed King regarding confirmation of interest rates.

Commissioner Wolfe moved to use the estimated amount to finance of \$800,000.00, when discussing loan details with Ed King, seconded by Commissioner von Wupperfeld. Motion passed 5-0.

Commissioner Wolfe moved to designate a Construction Finance sub-committee, which would include Commissioner Glass, Fire Chief Cates, and himself, seconded by Commissioner Thomas. Motion passed 5-0.

**11. Discussion with possible action on grants, including FEMA/TDEM, Texas Forest Service, and Texas Mutual Insurance Central Texas Flood Relief Grants;**

Commissioner von Wupperfeld reported that FEMA is still unfunded, so all FEMA grants have been placed on hold. The District did not get the Texas Mutual Grant for the extractor; however, the District did receive the Texas Forest Service Rural VFD Insurance (Worker's Compensation) Program for \$17,755.00.

No action taken.

**12. Discussion with possible action on Administrative Assistant transitioning from part-time to full-time.**

Chief Cates explained a draft of an ILA (Interlocal Agreement) has been presented to LCESD5 from LCESD6 for review with regard to sharing the services of ESD5 Administrative Assistant, to enable the move from part-time to full-time hours.

Commissioner Wolfe moved that based on an agreed upon ILA between ESD5 and ESD6 that we work on transitioning the Administrative Assistant position from part-time to full-time, seconded by Commissioner Thomas. Motion passed 5-0.

**13. Discussion with possible action on Records Management Policy, including;**

**a. Order Establishing Records Management Policy; and**

**b. Designation of Local Government Records Management Officer and Declaration of Compliance with Record Scheduling Requirements of the Local Government Records Act.**

Commissioner Wolfe moved to update the necessary documents to reflect the current Secretary, Commissioner Brooks Frederick, as the Records Management Officer, seconded by Commissioner Glass. Motion passed 5-0.

**14. Discussion with possible action on topics for next board meeting;**

The following topics are for discussion at the next board meeting: Website Update, FY26 Budget Amendment, Audit Report, ILA Agreement – Administrative Assistant, ILA Agreement – Beachify, CPA Options.

No action taken.

**15. Set dates and time for April 20, 2026, regular meeting;**

A regular scheduled meeting is set for Monday, April 20, 2026, at 1p.m., at the Civic Center of Sunrise Beach Village, 124 Sunrise Drive, Sunrise Beach Village, Llano County, Texas 78643-9283.

**16. Adjournment.**

There being no further business, Commissioner Wolfe adjourned the meeting at 3:49 p.m.

Approved: April 20, 2026

Approved: 

Attest: 