

**LLANO COUNTY EMERGENCY SERVICES DISTRICT #5**  
**MINUTES**  
**December 15, 2025**

A regular meeting of the Board of Commissioners of Llano County Emergency Services District No. 5 was held on Monday, December 15, 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
Andrew Spencer	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 1:00 p.m.

**2. Pledge of Allegiance.**

The Pledge of Allegiance was said by all in attendance.

**PUBLIC COMMENT**

**3. Public Comment:**

None.

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

None.

**BOARD ITEMS**

**5. Accept resignation of Commissioner Spencer as of December 31, 2025, and appointment of Brooks Frederick, effective January 1, 2026;**

The Board thanked and presented Andrew Spencer with a plaque for his 3 years of service. Commissioner Glass moved to accept the resignation of Andrew Spencer, seconded by Commissioner von Wupperfeld. The motion passed 4-0-1, with Commissioner Spencer abstaining. Commissioner Thomas moved to accept the appointment of Brooks Frederick as Secretary, seconded by Commissioner Glass. The motion passed 5-0.

**MINUTES**

**6. Discuss and consider approval of the November 17, 2025, regular meeting minutes;**

Commissioner Spencer moved to approve the minutes as presented, seconded by Commissioner Thomas. The motion passed 5-0.

### **7. Discuss with possible action on Government Capital loan for the completion of the Fire Station No 1 renovation;**

Ed King, from Government Capital was present via Zoom for discussion, insight, and consideration for a loan for the completion of Fire Station No. 1. The amount of the loan would be between \$400,000 - \$700,000. Mr. King will put together a loan scenario for 7, 10 and 12 years to discuss at either January or February 2026, board meeting.

No action taken.

## REPORTS

### **8. Review and Approve the November Financial Reports, to include November disbursement, including Fire Chief expenditures over \$50,000.00;**

Chief Cates indicated that a budget amendment will need to be made in March or April to account for money being moved around within the budget while working on the completion of the fire station.

A large infusion of AV tax will come in January; however, the District's current amount is \$91,312 year to date.

The District received a \$10,000 grant, which was not included in the original budget.

Administrative = \$28,233 – 17.1% of budget, Personnel = \$67,385 – 12.1% of budget, Operations = \$18,808 – 30.1%, Facilities = \$8,007 – 26.7% of budget and Fleet = \$4,467 – 7.2%. \$157,173 of expenses year-to-date – 10.9% of budget.

Review of the Balance Sheet – Primary Operating - \$22,642.77, Expense - \$2,029.11, TexPool Operating - \$95,705.85 & TexPool Reserve - \$489.550.09.

Commissioner Wolfe moved to approve an expenditure not to exceed for \$72,000 for the HVAC system. Commissioner von Wupperfeld seconded the motion. The motion passed 5-0.

Disbursements are \$50,922.26.

Commissioner Glass moved to approve the November 2025 Financial Reports and Disbursements as presented. Commissioner Spencer seconded the motion. The motion passed 5-0.

### **9. Monthly Reports: Discussion and possible action from EDS #5 Fire Chief and possible action from either ESD #5 or Department;**

#### **a. Review monthly report from ESD #5 including Sunrise Beach VFD information regarding:**

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

14 calls for services – 9 medical, 2 traffic collision, 2 fire, 1 mutual aid call at the Wings, Wheels and Wine Airshow in Llano. NERIS report now includes unit responses, which shows 4.31 calls year-to-date. Positive changes/improvements coming from these

reports is a more detailed explanation or coding for incident description. We are going from 1 code (321) to 42 plus codes for medical calls.

No action taken.

**ii. Personnel coverage**

Personnel coverage decreased; however, the District had great coverage for Thanksgiving. The change from 12 to 24-hour shift coverage has proved to be a positive change. Four additional staff members have been hired, which puts us at 20.

No action taken.

**iii. Apparatus**

Siddons has Rescue 51 (11E2230), which has approximately \$30,000 worth of repairs that are being covered by warranty which should be completed this week. Both the Brush Truck 253 and the Command Truck are coming up on their annual service.

No action taken.

**iv. Training**

Training has been light due to Thanksgiving and will continue through Christmas holidays. Technical Rescue Training was completed at the Ferguson Power Plant. Vehicle Rescue Training will be on January 13, 2026.

No action taken.

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

Career Firefighter Custer completed his 300 & 400.

**vi. Management activities and take any related actions**

All annual inspections and cleanings have been completed. None of the PPE came back damaged beyond repair, just a few minor repairs. We will have several items that will need to be replaced due to age (anything over 10 years of age). Gear order is in and already in the budget.

No action taken.

**b. Receive monthly report by Sunrise Beach VFD regarding:**

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

Deputy Chief Gower noted that Charlie and Nancy Trammell were honored at the Christmas Party for life saving actions. Deputy Chief Gower also thanked Bill Daly and Charlie Trammell for their help with the Fire Station No. 1 renovation. The only concern currently is staffing. Deputy Chief Gower explained that having paid staff on duty has made a tremendous impact.

Deputy Chief Gower explained to the Board that the Fire Department would like to complete the two additional subdivisions regarding the 911 signs.

The Fire Department will have two additional individuals who will be completing their Class B driving test by the end of this week.

No action taken.

## **DISCUSSION/ACTION ITEMS**

**10. Discussion with possible action on FY25 final budget and make any necessary amendments to the FY25 budget and/or FY26 budget as a result;**

Budget Amendment was completed and presented. Total expenses were \$779,651 and surplus was \$115,551.

Commissioner von Wupperfeld moved to approve the FY25 Amended Budget as presented. Commissioner Glass seconded the motion. The motion passed 5-0.

**11. Discuss and consider submitting required annual report to the Division of Emergency Management;**  
Commissioner von Wupperfeld provided Ms. Snow with pertinent information, to allow her to finalize and submit the report.

No action taken.

**12. Discuss and approve annual publication of administrative office location;**

The temporary office location will be 608 Ranch Road 2233, Sunrise Beach Village, Texas 78640. The Board tasked Ms. Snow with publishing the notice in the Llano News.

No action taken.

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

No movement on the FEMA/TDEM grant. The District received the \$10,000 Texas Forest Service grant. Commissioner von Wupperfeld noted another grant that has been received from Texas Forest Service. Chief Cates explained that it is a \$25,000 grant for equipment. Radios are needed and are approximately \$9,000 apiece. Chief Cates explained that the District will need to move forward with encryption and will eventually be mandatory. Total cost for the three multi-band radios, with encryption, will be about \$28,000 - \$29,000.

Commissioner von Wupperfeld moved to accept the grant from Texas Forest Service for equipment and authorize the expenditure for 3 multi band radios, with encryption, with the balance paid from the communications budget. Commissioner Glass seconded the motion. The motion passed 5-0.

**14. Discussion with possible action on updates from the Strategic Planning Committee;**

Commissioner von Wupperfeld explained that VFIS and others are sponsoring a Client Appreciation Dinner at the SAFE-D conference. Commissioner von Wupperfeld needs to confirm count for RSVP – total count 12.

Commissioner von Wupperfeld discussed that we are coming up on the renewal (March 21, 2026) for the property and casualty insurance policy. He will get with Chief Cates on certain information needed.

No action taken.

**15. Discussion with possible action on updated from the Facilities Renovation Committee, including:**

**a. Fire Station renovations and progress.**

Commission Wolfe had the Amendment #2 to the Property Transfer Agreement signed by all parties. Hand over to be by February 28, 2026.

Station layout drawings on the main and second floor) are completed. Next set of drawings will be framing electrical; plumbing and HVAC are due by December 19, 2025. Structural modification drawings are complete, and the bid is underway.

Occupancy analysis is underway, as well as fire rated windows. Fire rated doors and windows are very costly. Rating code is to be determined and confirmed. Commissioner Wolfe asked that Commissioner von Wupperfeld and Commissioner Thomas work on the occupancy analysis and window rating.

Construction progress - The roofing contract was awarded through the VFD, Cost was \$23,000, with 50% deposit paid. Completion expected by the end of the week. Exterior wall windows are ordered and some have been installed. Exterior doors have also been ordered. Framing is underway, with several areas already completed.

The amount spent by the VFD is approximately \$25,000 and the ESD is \$30,000.

Next purchase will be electrical scope defined and started, bids on plumbing, insulation, HVAC, and cabinets. The timing for the sprinkler system installation for the dorms will be in late January.

Discussion was had regarding the entrance and exit capabilities for emergency vehicles.

Commissioner von Wupperfeld moved to design the flatwork with a combination concrete and asphalt including the element of tying in the North side existing concrete around with the turning radius of the large engines. Commissioner Wolfe requested an amendment “Not to Exceed” cost of \$10,000 for this project, and Commissioner von Wupperfeld accepted the amendment. Commissioner Thomas seconded the motion as amended. The motion passed 5-0.

Commissioner Wolfe moved for a “Not to Exceed” spend of \$72,000 for the HVAC. Commissioner Thomas seconded the motion. The motion passed 5-0.

Commissioner Wolfe moved for a “Not to Exceed” spend of \$42,000 for the insulation. Commissioner Von Wupperfeld seconded the motion. The motion passed 5-0.

Commissioner Wolfe moved for a “Not to Exceed” spend of \$45,000 for cabinetry and countertops. Commissioner Spencer seconded. The motion passed 5-0.

**16. Discuss and consider Commissioners’ term of office expiring at year end;**

Andrew Spencer’s term as Secretary expires on December 31, 2025, and Brooke Frederick’s term as Secretary begins January 1, 2026. Brooks will be sworn in at the January 2026 meeting.

No action taken.

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

In-person meeting with Ed King from Government Capitol to discuss option for funding for the completion of Fire Station No. 1.

No action taken.

**18. Set dates and time for January 2026 regular meeting;**

A regular schedule meeting is set for Monday, January 19, 2026, at 1p.m., at the Sunrise Beach Federated Church, 105 East Lakeshore Drive, sunrise Beach Village, TX 78643.

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

Due to time restraints, this item has been tabled until the January 2026 board meeting.

No action taken.

**20. Adjournment.**

There being no further business, Commissioner Wolfe adjourned the meeting at 4:11 p.m.

Approved: January 19, 2026

Approved: Frank Wolfe

Attest: Brook & Fisher