

LLANO COUNTY EMERGENCY SERVICES DISTRICT NO. 5

MINUTES

November 4, 2025

A special meeting of the Board of Commissioners of Llano County Emergency Services District No. 5 was held on Tuesday, November 4, 2025, at 6:30 p.m., at the Federated Church, 117 W Lakeshore Drive, Sunrise Beach Village, Llano County, Texas 78643-9283.

The following members were present, thus constituting a quorum:

Karl Wolfe	President	Present
Michael von Wupperfeld	Vice President	Present
Jean Glass	Treasurer	Present
Andrew Spencer	Secretary	Present
Michael Thomas	Asst. Treasurer	Present

Also present: Chief Patrick Cates (ESD#5 Fire Chief), Dan Gower (President, SBVFD), Lou Henson (Treasurer, SBVFD), Jim Miller (Member, SBVFD Board), Brooks Frederich (Member, SBVFD Board), Bill Long (Member, SBVFD Board), Charlie Trammel (SBVFD member), Bill Daly (SBVFD member), and Erle Weekley (citizen).

1. Call the meeting to order and establish a quorum:

Commissioner Wolfe called the meeting to order at 6:30 p.m. and declared a quorum.

2. Pledge of Allegiance:

The pledge was said by all in attendance.

3. Public Comment:

None.

DISCUSSION ITEM

4. Discussion with Sunrise Beach VFD and possible action regarding Fire Station

No. 1 renovation, renovation plans, and next steps:

Commissioner Wolfe made an audio-visual and discussion presentation of a way forward on the delayed renovation of Fire Station #1. Topics included:

- Station Overview
- New Square Footage of Building
- Costs / Spend to Date
- Cost Outlook +/- 20% (Estimated)
- Project Schedule Outlook (Estimated)
- Near Term Objectives
- Near Term Considerations and Decisions
- Proposed Organizational Structure
- Actions to be taken by VFD & ESD#5
- One Team – People – Facilities – Operations

Fully engaging discussions between all Board members of both agencies (VFD and ESD#55) occurred during the presentation.

a. Specific areas of discussion included but were not limited to:

- Station Overview: Stop work order approved by Sunrise Beach VFD Board on 10/25/2025 and issued to the current contractor, with all work on the renovation stopping at that time.
 - New Square Footage of Building: from 2500 sq. ft. to 4600 sq. ft.
 - Four new dorm rooms
 - Triage room and reception area addition
 - Conversion of Bay 4 to offices, gallery, watch office, tool room, and gear room
 - Kitchen / day room and training room / EOC
 - Decontamination room / area with washer and extractor
 - Second floor climate-controlled storage and gym
 - Plumbing / septic system expansion
 - Residential fire sprinkler system for dorm area and fire alarm system for entire building
 - HVAC conditioner space to go from 2500 sq. ft. to 4600 sq. ft.
- Overall square footage \pm 10,000 sq. ft.

- Costs / Spend to Date:
 - SBVFD - \$265,000
 - ESD5 - \$89,000
 - Spent or committed - \$379,000
- Cost Outlook Estimate: to complete station renovation as conceptualized is \$574,000 with a plus / minus error factor of 20%. SBVFD has \$188,000 in remaining construction funds. ESD#5 proposed to assume the additional expense of completion.
 - “Range” of costs to complete with specific tasks assigned to VFD and ESD#5
 - Discussion of future bid process, including recent changes to State laws that give ESD#5 increased purchasing options
 - Discussion of changing the date of the building title transfer from the VFD to ESD#5 until VFD construction funds exhausted
- Project Schedule Outlook (Estimated):
 - Hire General Contractor ASAP
 - Develop key drawings to enable clarity of work scope with subcontractors and between ESD#5 and VFD
 - Get building weather tight
 - Target completion of overall project to May 1, 2026
- Near Term Objective 1:
 - Make station weather tight as soon as possible. This includes finishing the incomplete roofing, exterior doors and windows to get apparatus into heated space for the winter months
 - Bill Long expressed concern over damaging plumbing on brush trucks in freezing temperatures
 - Jim Miller noted that having apparatus in a climate-controlled bay is an ISO requirement
 - Brooks Fredrich and Bill Long expressed concern over the status of the roof, its weather tightness, and the condition of insulation
 - Dan Gower stated that workers had indicated that the insulation was not compromised
- Near Term Objective 2:
 - Both ESD#5 and VFD to leverage the General Contractor’s quality sub-contractors
 - General Contractor to be paid on a fixed fee basis, with ESD#5 and VFD paying subcontractors directly

- Align what work scopes / subcontractors require bids
- Near Term Considerations and Decisions: The ESD#5 and VFD Boards are now aligned on the project. The following was agreed as the best way forward:
 - Hiring a General Contractor
 - Developing formal drawings to include framing, electrical, plumbing, etc.
 - Developing a detailed electrical plan that considers the electrical load requirements along with ADA elements
 - Wood framing with pressure treated lumber
 - Limited rain gutters on side of building with water tank
 - Water treatment to protect plumbing system, especially ice maker and water heaters
 - Concrete driveway in front of bays a “nice to have” if budget allows

b. *At this time, the SBVFD Board (Dan Gower, Jim Miller, Brooks Frederich, Bill Long, and Lou Henson) held a Board meeting concurrent with the ESD#5 special meeting and formally accepted the plan as presented by Commissioner Wolfe (Llano County ESD#5 President). The SBVFD Board accepted Commissioner Wolfe as the overall Owner’s Representative for the remainder of the renovation, and to lead project management activities, representing both SBVFD and LCESD#5. The SBVFD Board also accepted appointing Charlie Trammel and Bill Daly to a project subcommittee with Commissioners Wolfe and von Wupperfeld. A subcommittee consisting of Commissioner Glass and Shelley Snow (ESD#5 Administrative Assistant) was also approved for cost tracking, cost controls, and cost reporting.*

Commissioner Glass then moved to adopt the Fire Station #1 Renovation Plan as proposed by Commissioner Wolfe during the meeting. Commissioner von Wupperfeld seconded. The motion passed 5-0.

Commissioner Thomas moved to authorize Commissioner Wolfe to seek, negotiate, and hire a General Contractor for the Fire Station #1 renovation project. Commissioner Spencer seconded. The motion passed 5-0.

Commissioner von Wupperfeld moved to authorize Commissioner Wolfe to seek,

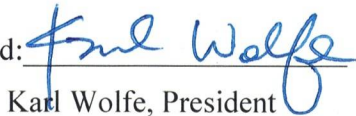
negotiate, and hire a Project Designer to develop accurate drawings and construction plans for the Fire Station #1 Renovation Project. Commissioner Spencer seconded. The motion passed 5-0.

c. The ESD#5 Board then entered Executive Session to discuss personnel issues. Executive Session convened at 8:37 p.m. Executive Session ended at 9:26 p.m. No action taken in Executive Session.


5. Adjourn:

Commissioner Wolfe adjourned the meeting at 9:28 p.m.

Approved:


Karl Wolfe, President

Attest:


Mike von Wupperfeld, Vice-President