

**LLANO COUNTY EMERGENCY SERVICES DISTRICT NO. 5**

**MINUTES**

**November 17, 2025**

A regular meeting of the Board of County Commissioners of Llano County Emergency Services District No. 5 was held on Monday, November 17, 2025 at 1:00 p.m. at the Civic Center of Sunrise Beach Village, 124 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
Michael Thomas	Asst. Treasurer	Present
Andrew Spencer	Secretary	Absent

**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.

**MINUTES**

**5. Discuss and consider approval of October 20, 2025, regular meeting minutes and November 4, 2025, special meeting minutes;**

Commissioner Wolfe thanked Commissioner von Wupperfeld for capturing the November 4, 2025 Special Meeting Minutes.

Commissioner von Wupperfeld moved to approve the October 20, 2025, Regular Meeting Minutes and November 4, 2025, Special Meeting Minutes. Commissioner Thomas seconded. The motion passed 4-0.

**6. Review and Approve October Financial Reports;**

Chief Cates plans to review the FY25 budget next month with the hopes of having it 99% completed, as he is still waiting on key information to enter. Regarding FY26, \$10,663 of the

tax revenue has been collected, and investment interest totals \$2,100. The expenditures were broken down: OpEx - \$46,000 (+/- \$3,000 Admin/\$22,000 Personnel/\$15,000 Operations/\$1,328 Facilities/\$4,400 Fleet) and CapEx - \$18,000.

Chief Cates discussed the balance sheet. At the end of October, the District had \$623,000 in its bank accounts (\$490,000 in TexPool and the balance split between the Operating and Primary accounts).

Chief Cates suggested to move Item 8 "Review and Approve October disbursements, including Fire Chief expenditures over \$50,000" to this Item going forward. The District will move it, pending any legal issues.

Commissioner Glass moved to approve the October 2025 Financial Statements as presented. Commissioner von Wupperfeld seconded. The motion passed 4-0.

**7. Monthly Reports: Discussion and possible action from ESD 5 Fire Chief and possible action from either ESD 5 or Department:**

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

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

Chief Cates explained previously on the October report, since we switched from NFRIS to NERIS, that ESO does not have the connection to get the data out of NERIS to put it into the reporting platform. We are using the NERIS platform to generate the report as an interim solution. One feature that is available is that personnel have the capability to look at state and national reports.

17 calls to report for the month: 6 medicals, 1 traffic collision, 6 fire related incidents (2 of those involved the Williams Road fire in Burnet County). Of the 17 calls, 10 were inside the City of Sunrise Beach. The average response time inside the District was just under 4 minutes.

No action taken.

**ii. Personnel coverage**

October was the first month with 24/7 staff coverage. The Staffing and Personnel Coverage Report was modified to reflect this. New KPIs include how often the station is fully staffed with at least two people and tracking personnel budget costs vs. actuals. For October, we had two people on duty 93.6% of the time and a running budget surplus of \$4,398.

Four new employees have been hired and there has been one departure.

No action taken.

**iii. Apparatus/Fleet Management**

Several minor issues discovered with Rescue 51 (11E230), all covered by warranty but will require the rig to go to Siddons for repair. Engine 260 (11E490) passed its NFPA annual pump test; however, the alternator was drawing down during the test, which required replacing the batteries (\$361).

No action taken.

**iv. Training**

The District had three people get their Class B driver's licenses required to drive the larger rigs. Twelve of 20 are now fully credentialed with Hamilton EMS. We have been invited to participate with Horseshoe Bay FD on some rope rescue and confined space training at the Ferguson Power Plant in November. Deputy Chief Gower is working on getting Vehicle Rescue Training scheduled for a Tuesday in January 2026.

No action taken.

**vi. Management activities**

All TCFP required NFPA annual cleanings and advanced inspections have been completed on all our structural turnout gear.

No action taken.

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

**i. Actions related to administration, facilities, apparatus, special projects, or other matters Management activities.**

Discussion of Class B tests. The written test is in Marble Falls, and the driving test is in New Braunfels. There was a memorial service for Bud Goodwin, a 20-year member. The Christmas party is on December 1, 2025 at 5:30.

No action taken.

**8. Review and approve October disbursement, including Fire Chief expenditures over \$50,000:**

Commissioner Glass moved to approve the October disbursements as presented.

Commissioner Thomas seconded. The motion passed 4-0. No expenditures over \$50,000.



**9. Discuss and consider Resolution Designating Authorized Signatories with TexPool:**

Commissioner Glass will be the primary authorized representative. Commissioner Thomas, Commissioner Wolfe, and Shelley Snow (Administrative Assistant) are additional authorized representatives. Ms. Snow will have primary responsibility in performing the transactions and receiving confirmations, including monthly statements under the agreement.

Commissioner von Wupperfeld moved to approve the TexPool Resolution Amending the Authorized Representatives as presented. Commissioner Thomas seconded. The motion passed 4-0.

Commissioner von Wupperfeld moved to approve the TexPool Authorized Representatives, Deletions and Update Form as presented. Commissioner Thomas seconded. The motion passed 4-0.

**10. 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 a check for \$10,000 was received from Texas Mutual for flood response. Ms. Snow will deposit it. This will be added to the November report as additional revenue.

Commissioner von Wupperfeld provided information requested for the grants to the third-party representative for FEMA.

VFIS has a \$5,000 grant for health and safety equipment, which the District applied for. This would be for the washer extractor. Grants awarded by December 31, 2025. The District should receive an update by the January 2026 meeting.

Through Grant Watch, another grant possibility is for rescue equipment of up to \$40,000. Commissioner von Wupperfeld will explore this option with Chief Cates.

Regarding the Forestry Service Grant, the specifications have been finalized. The actual price has come in just over \$230,000, which is still well under the budget. The District can spend up to \$277,000 to receive the full \$265,000 grant. Funding will happen once the truck has been delivered and inspected by a Forestry Service representative to ensure that it meets prior specifications. This requires that the truck be self-funded on the front end by the ESD.

No action taken.

**11. Discussion with possible action regarding administrative position update from the Recruiting Committee;**

Commissioner Wolfe introduced and welcomed aboard Shelley Snow, the new LCESD 5 Administrative Assistant.

No action taken.

**12. Discussion with possible action on update from the Strategic Planning Committee;**

No action taken.

**13. Discussion with possible action on update from the Facilities Planning Committee, including;**

**a. Facilities Committee name, members, and scope;**

VFD committee members are Dan Gower, Charlie Trammell, and Bill Daly. ESD members are Commissioner von Wupperfeld and Commissioner Wolfe.

Commissioner Wolfe moved to approve the renaming of the Facilities Planning Committee to Facilities Renovation Committee. Commissioner Thomas seconded. The motion passed 4-0.

**b. Fire Station renovations and progress;**

Commissioner Wolfe reported that after the Tuesday, November 4th meeting, he reviewed all the plans with legal and all is acceptable. Everyone understands the urgency and the need to get the station done. The intent is to complete a well-constructed building that is safe and meets the needs for which it is intended. The District's intent is not to deconstruct anything constructed by the VFD, but to address outstanding concerns and make sure that the building is safe.

Darr Engineering completed the engineering assessment. Reinforcements need to be done to the existing second level structure. The District paid Darr Engineering \$5,000 to do the assessment.

Vision Design & Associates in Marble Falls was given a scope of work for drawings. Their proposal came in at \$20,550. This was authorized to get the first phase of drawings done before the 27<sup>th</sup> of November.

Regarding an update on the general contractor, the fixed fee construction agreement is at a cost of \$40,000, plus an additional cost for the builder's risk insurance of up to \$10,000. This is about 8% of total cost estimate.

No action taken.

**c. Timing for all property transfer from VFD to ESD;**

Transfer of property from VFD to ESD was discussed.

Commissioner von Wupperfeld moved to amend the Facilities Transfer Agreement to make the property transfer effective on or before February 28, 2026. Commissioner Glass seconded. The motion passed 4-0.

**d. Funding Options for completion of fire station renovations;**

Discussion was had as to how the funding of the completion of the fire station will happen. The District originally estimated \$575,000 +/- 20%.

The Board discussed its options.

No action taken.

**14. Discussion with possible action on meeting with the City of Sunrise Beach to replace the City's Fire Code with the District's Fire Code;**

This was deferred to the 1<sup>st</sup> Quarter of 2026. No action taken.

**15. Discussion with possible action on topics for the next Board meeting;**

Close FY25 Budget. No action taken.

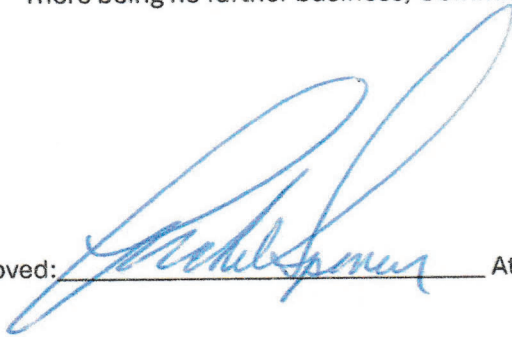
**16. Set dates and time for December regular meeting;**

A regular meeting is scheduled for December 15, 2025, at 1:00 p.m.

**17. Adjournment.**

There being no further business, Commissioner Wolfe adjourned the meeting at 4:01 p.m.

Approved: \_\_\_\_\_



Attest: \_\_\_\_\_

