

## LLANO COUNTY EMERGENCY SERVICES DISTRICT NO. 5

### MINUTES

**October 20, 2025**

A regular meeting of the Board of Commissioners of Llano County Emergency Services District No. 5 was held on Monday, October 20, 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
Michael von Wupperfeld	Vice President	Present
Jean Glass	Treasurer	Present
Andrew Spencer	Secretary	Absent; joined via Zoom during Executive Session
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.

**3. Public Comment:**

None.

### MINUTES

**4. Discuss and consider approval of September 15, 2025, Regular Meeting Minutes:**

Commissioner von Wupperfeld moved to approve the September 15, 2025, Regular Meeting Minutes. Commissioner Glass seconded. The motion passed 4-0.

## **REPORTS**

### **5. Review and Approve September Financial Reports;**

#### **a. Review and approve quarterly investment report for 3<sup>rd</sup> quarter.**

Commissioner Glass presented the September Financial Report, including the 3<sup>rd</sup> Quarter Investment Report. Commissioner Thomas moved to approve the 3<sup>rd</sup> Quarter Investment Report. Commissioner von Wupperfeld seconded. The motion passed 4-0.

Chief Cates explained the final FY25 ESD budget numbers. The total budgeted revenue was \$1.16 million; of which approximately \$60,000 was recorded as a donation for the value of the SBVFD apparatus fleet. FY25 expenditures totaled approximately \$780,000, with a revenue surplus of approximately \$380,000. No action taken.

### **6. 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.:**

Eight calls for the month of September, 50% of them were in District 1/City of Sunrise Beach, with a total of 225 calls for FY25. For FY25, the average response time was 4 minutes and 9 seconds and the 90% percentile response time was 9 minutes and 56 seconds. NERIS (National Emergency Response Information System) implementation is completed and being used by the department as of October 1<sup>st</sup>. No action taken.

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

Career staff coverage for September finished at 84% from a 90% scheduled coverage at the beginning of the month. No action taken.

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

Rescue 51 is a new rig and should be fully in service in October. Rescue 252 is no longer in service and can be declared as surplus property for the ESD. Commissioner von Wupperfeld moved to approve selling Rescue 252 as surplus. Commissioner Thomas seconded. The motion passed 4-0.

##### **iv. Training:**

128.5 training hours were reported for September. TCFP annual continuing education hours are due on October 31<sup>st</sup>. No action taken.

##### **v. Personnel credentialing (SFFMA, HEMS TCFP & other):**

The latest personnel credentialing report was provided. No action taken.

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

Commissioner Wolfe explained the District asked for a month-to-month lease with the First Baptist Church of Sunrise Beach until the station renovation is complete. Commissioner Wolfe moved to approve the month-to-month lease. Commissioner Glass seconded. The motion passed 4-0.

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

**i. Actions related to administration, facilities, apparatus, special projects or other matters.** Don Black provided a verbal report on the fire station renovations. There have been many significant challenges with the current contractor performing the work, which have resulted in very significant delays by months. The Board inquired as to the status and plans, and it was recommended by the VFD that the current contractor continue. The Board expressed significant dissatisfaction. The VFD President offered to hear alternative plans and further discussions will take place.

**DISCUSSION/ACTION ITEMS**

**7. Discuss and consider Amended Resolution to Establish Rules Regarding Recording of Open Meetings and Amended Resolution Regarding Public Participation at Open Meetings:**

The Board explained that the Amended Resolutions are to update the Board's rules regarding the recording of open meetings and public participation procedures. These amendments are to comply with changes to the District's personnel.

Commissioner von Wupperfeld moved to approve the Amended Resolution to Establish Rules Regarding Recording of Open Meetings. Commissioner Glass seconded. The motion passed 4-0. Commissioner Glass moved to approve the Amended Resolution Regarding Public Participation at Open Meetings. Commissioner von Wupperfeld seconded. The motion passed 4-0.

**8. Review and Approve October Disbursements, including Fire Chief expenditures over \$50,000.00:**

Chief Cates reported that there were no disbursements over \$50,000. In total, seventeen checks are to be disbursed. He reviewed the bank balances with the Board and made note of certain disbursements, namely \$616 to the City of Sunrise Beach for fuel; \$2,000 to Ben Miller for a Milwaukee K12 saw; \$2,164.09 to the First Baptist Church of Sunrise Beach for rent, electricity, and asphalt damage repairs; and \$2,615.46 to the Sunrise Beach VFD.

Commissioner Glass moved to approve the October disbursements. Commissioner Thomas seconded. The motion passed 4-0.

**9. Discussion and possible action for establishing an expense banking account at 1<sup>st</sup> United Bank:**

Commissioner Wolfe explained this account is for miscellaneous and minor, yet necessary, District expenses.

Commissioner von Wupperfeld moved to establish the expense banking account at 1<sup>st</sup> United Bank. Commissioner Thomas seconded. The motion passed 4-0. Commissioner Thomas moved to approve the Resolution to Establish the Expense Banking Account at 1<sup>st</sup> United Bank and its corresponding Certificate. Commissioner von Wupperfeld 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 explained that the FEMA/TDEM grants are currently at a standstill due to the Federal government shutdown. He suggested having a joint application with the City of Sunrise Beach regarding another grant involving the July 4<sup>th</sup> floods. No action taken.

Commissioner von Wupperfeld explained that the Texas Forest Service awarded the VFD a \$265,000 heavy brush truck with a 95% grant, meaning the District must pay 5% to obtain the brush truck and fulfill the grant. The total brush truck cost is not to exceed \$278,947.37, so the District's payment would be just under \$14,000 to fulfill the grant.

Commissioner Thomas moved to approve and accept the Texas Forest Service grant. Commissioner von Wupperfeld seconded. The motion passed 4-0. Commissioner Glass moved to approve up to \$279,000 for the brush truck. Commissioner von Wupperfeld seconded. The motion passed 4-0. Commissioner Wolfe moved to approve the creation of a Board subcommittee consisting of himself and Commissioner von Wupperfeld to give prior approval to Chief Cates when purchasing the brush truck. Commissioner Thomas seconded. The motion passed 4-0.

Commissioner von Wupperfeld explained that the Texas Mutual Insurance Central Texas Flood Relief Grant application was accepted and is under review. The Board requested \$2,880, but the grant offers a minimum of \$10,000. No action taken.

**11. Discussion with possible action regarding administrative position update from the recruiting Committee:**

Commissioner Wolfe explained there is a strong new candidate and he recommended the Board offer employment to that candidate. The candidate has 35+ years of experience working with non-profits, and notable organizational and bookkeeping expertise.

Commissioner Wolfe moved to approve the offer of employment to the candidate discussed. Commissioner Glass seconded. The motion passed 4-0.

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

No report. No action taken.

**13. Discussion with possible action on update from the Facilities Planning Committee:**

No report. No action taken.

**14. Discussion with possible action on Asset Classification Policy and proposed amendments and/or resolution updates:**

Commissioner Wolfe explained revisions made to the policy regarding boats, real property, spending limits, bidding requirements, asset depreciation, recordkeeping, and salvage values.

Commissioner Thomas moved to approve the updated Asset Classification Policy and the Resolution. Commissioner von Wupperfeld seconded. The motion passed 4-0.

**15. Discussion with possible action regarding update of District's Asset Capitalization Policy and adoption of a resolution for same:**

Duplicate item. See Item No. 14. No additional action.

**16. Discussion and possible action on the District's Holiday Schedule Policy:**

Chief Cates explained the change from 12-hour shifts to 24-hour shifts resulted in the need for extra incentives for personnel to work holidays.

Commissioner von Wupperfeld moved to approve the updated District Holiday Schedule Policy. Commissioner Glass seconded. The motion passed 4-0.

**17. Discuss and make note of a new regulatory compliance action regarding Public Information Contact links with the Texas Attorney General's Office:**

Commissioner von Wupperfeld explained the District's links are already in compliance. No action taken.

**18. Discuss required training hours for Commissioners:**

Commissioner Wolfe reminded the Board of their continuing education requirements. No action taken.

**19. Consider attendance at Texas State Association of Fire and Emergency Services District (SAFE-D) Annual Conference January 29-31, 2026 at the Henry B. González Convention Center in San Antonio, Texas:**

The Board and Chief Cates anticipate being able to attend. No action taken.

**20. Discussion with possible action on meeting with the City of Sunrise Beach in November to replace the City's fire code with the District's Fire Code:**

The Board would like to schedule a special meeting with the City Council to discuss the fire code. Deputy Chief Gower suggested they meet with the Mayor instead and will work on scheduling a meeting to do so. No action taken.

**21. Discussion with possible action on topics for the next Board meeting:**

The Board anticipates updating the Resolution Designating Authorized Signatories with TexPool to add the new administrator candidate, Commissioner Glass, and Commissioner Thomas. Chief Cates will present the budget after accruals. Item No. 10 regarding the brush truck will also be further discussed.

**22. Set dates and times for November Regular Meeting:**

The next Board meeting is scheduled for Monday, November 17, 2025 at 1:00 p.m.

*The Board then entered Executive Session to receive legal advice from counsel under Item 6b, pursuant to Texas Government Code Section 551.071. Executive Session convened at 3:34 p.m. Commissioner Spencer joined the Board meeting during Executive Session via Zoom at 4:00 p.m. Executive Session ended at 4:45 p.m. No action taken in Executive Session.*

**The Board returned to Item 6b.** Commissioner Wolfe moved to authorize an engineering assessment on the structural integrity of Station 1 at an amount not to exceed \$20,000. Commissioner von Wupperfeld seconded. The motion passed 5-0. Commissioner Wolfe then moved to schedule a joint meeting with the SBVFD Board as soon as practicable to discuss issues and concerns regarding the Station 1 renovations. Commissioner Thomas seconded. The motion passed 5-0.

**23. Adjournment:**

The Board meeting adjourned at 4:51 p.m.

Approved: November 17, 2025.



Michael von Wupperfeld, Vice-President  
Llano County Emergency Services District No. 5

Attest:



Karl Wolfe, President  
Llano County Emergency Services District No. 5