

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 4

MEETING MINUTES

September 11, 2017

The Regular Monthly Meeting of the Board of Commissioners of Comal County Emergency Services District No. 4 was held Monday, the 11th of September 2017, beginning at 6:00 p.m., at the Bremer Training Center at 9850 FM 311, Spring Branch, Texas 78070 for the following purposes:

Mr. Graf called the meeting to order at 6:00 PM and declared a quorum with all board members present except for Ms. Deena Clausen, Treasurer. Paul Graf: President, Josh Dean: Vice President, Robert Bruce: Secretary, and Bret Barnett: Assistant Treasurer were in attendance. Also Ms. Gwen Pain and Chief Southwell were in attendance.

WORKSHOP AGENDA

1. Citizen comments (limited to 3 minutes and any comment made on subjects not included on the published agenda will not be discussed or action taken by the board); No citizens in attendance; no public comments made. Public Comments: In accordance with the Texas Attorney General's opinion, any public comment that is made on an item that is not on the published agenda will only be heard by the Board of Commissioners. No formal action, discussion, or comment will be made by the Board of Commissioners. No comments were made.

## DISCUSSION/ACTION ITEMS

### 1. Discuss and consider the following:

- a. August 14, 2017 regular meeting minutes;
- b. August 28, 2017 Special Public Hearing Meeting minutes;
- c. September 5, 2017 Special Public Hearing Meeting minutes;
- d. Monthly Financial;
- e. Monthly bills and invoices; Check to Carlton Law Firm for \$1,167.50 for invoices 3499 & 3500; Check to Paul Graf for tax notice expenses in Herald Zeitung for \$1,022.

Mr. Barnett moved to accept the consent agenda, seconded by Mr. Dean; all approved.

2. Discuss and consider any items related to Bremer Training Center building and station #4, the 311 station, including presentation by BRW Architects; Mr. Bruce moves to delegate Mr. Graf and Mr. Barnett to sign the contract for a new fire station; Mr. Dean seconded with all in favor.

3. Discuss and consider any items related to bank accounts, including scholarships for fire fighters and requested Third Party Agreement from Frost Bank; Mr. Barnett moved to use \$8,414 from the Bartle's Fund and \$9,214 from ESD 4 to fund firefighter training per chief Southwell's recommendations; \$17,628 total; seconded by Mr. Dean; roll call vote was taken with all in favor

4. Discuss and consider adopting new records retention for ESD 4; Mr. Dean moved to support new records policy for ESD 4; seconded by Mr. Barnett; all were in favor.

5. Discuss and consider any items related to Mystic Shores station; No action taken.

6. Update, discuss and consider BSBES activities, financials, and other related items; Chief Southwell discussed staffing at station 4 and Mr. Barnett discussed 501(C)(3) split. No action was taken.

7. Discuss and consider any apparatus and proposed capital items; no action taken.

8. Discuss and consider hiring an outside PR firm; No action taken but Mr. Barnett will continue to follow up.

9. Discuss and consider the financial forecast for ESD 4; no action taken

10. Discuss and consider taking action regarding the 2017 tax rate, taking a record vote, adopting an Order Levying Taxes, and authorizing filing the Order with the Comal County Tax

Assessor/Collector; A motion was made by Mr. Barnett and seconded by Mr. Dean to levy an ad valorem tax of \$0.060 on each \$100.00 of taxable property within the District in order to provide funds for maintenance and operating purposes. A roll call vote was taken and all four

Commissioners present approved the motion. Mr. Graf voted yes, Mr. Barnett voted yes, Ms. Clausen was not in attendance, Mr. Dean voted yes, and Mr. Bruce voted yes.

11. Update on ESD Council activities and County Council meeting and activities; no action taken.

12. Update, discuss and consider any items on ISO study; Chief Southwell reported the official rating for ISO study will be 3/6. No action was taken.

13. Update, discuss and consider any items on legal issues; No action taken.

14. The date and time for next regular meeting is October 9, 2017 at 6:00 p.m.;

15. The meeting adjourned at 8:12 p.m.;

(The Board of Commissioners did not go into Executive Session.)

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Robert Bruce, Secretary

Comal County ESD No. 4