

**COMAL COUNTY EMERGENCY SERVICES DISTRICT NO. 1**  
**BOARD OF COMMISSIONERS**  
**Board Meeting Minutes for November 21, 2019**

A Regular Meeting of the ESD #1 Board was held Thursday, the 17th day of November 2019 beginning at 4:00 p.m., at the Emergency Services Building, 353 Rodeo Drive, Spring Branch, Texas, 78070 for the following purposes:

**DISCUSSION / ACTION ITEMS**

- 1) **Call meeting to order:** Bill Gonser called the meeting to order at 4:04 p.m. and declared a quorum. Commissioners Bill Gonser, Mark Schmalz, Brad McMinn, Pat Feely and Tex Hall were present. Guest in attendance: Mark Southwell-Chief

**MEETING AGENDA**

- 2) **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, nor comment will be made by the Board of Commissioners. Citizens' Comments are limited to 3 minutes per citizen. No Action

**DISCUSSION/ACTION ITEMS (cont.)**

- 3) **Approve October 17, 2019 regular meeting minutes:** Mark Schmalz made the motion to approve, Brad McMinn seconded. Motion Carried. (attachment 1)
- 4) **Review, consider and accept monthly financial reports:** The financial report shows an operating account balance of \$2,649,264.00. Mark Schmalz made the motion to approve, Bill Gonser seconded. Motion Carried. (attachment 2)
- 5) **Consider and approve bills/invoices to be paid:** Check #1245 Motorola \$739.26. Check #1246 BSBES \$76.74. Check #1247 Carlton Law Firm \$27.24. Check #1248 Comal Appraisal District \$9,946.39. Mark Schmalz made the motion to approve, Brad McMinn seconded. Motion Carried. (attachment 3-6)
- 6) **Review and discuss the Chief's monthly report:** Chief Southwell. (attachment 7)
- 7) **Discuss the next phases of Station #2 modifications:** Drain installed but not to outlined specifications. Bill Gonser to address with contractor to ensure all specifications have been met for proper function.
- 8) **Approve Funds for the standby generator for Station #1.** Approve \$28,000.00 previously budgeted to ESD #1. All Commissioners approved
- 9) **Discuss revise radio plan and funds for 2020.** Approve additional \$10,000.00 to existing budget totaling \$40,000.00. Bill Gonser made a motion to approve, Tex Hall seconded. All commissioners voted in agreement for approval.

- 10) Discuss and approve new operating bank account and credit card. Bill Gonser only user of credit card associated with new account.
- 11) Approve and sign PO for new ambulances. No Action
- 12) Discuss capital project expenditures and revise 2019 Budget. Tabled until December
- 13) Discuss compromise related to ambulance billings. Bill Gonser presented a spread sheet detailing validation for argument that ambulance billings should be retained by ESD#1 for sustainability of the ESD in comparison to other contributors to the BSBES. (attachment 7)
- 14) Discuss letter concerning public comment and establish a policy. Tabled until December
- 15) Receive and discuss progress reports from the BSBES and standing ESD committees. No Action
- 16) Adjourned meeting at 5:53 and set next meeting for December 17, 2019 at 4:00 p.m.

The Board of Commissioners is authorized by the Texas Open Meetings Act to convene in closed or executive session for certain purposes. These purposes include receiving legal advice from its attorney pursuant to Chapter 551.071 of the Texas Government Code; discussing real property matters pursuant to Chapter 551.072 of the Texas Government Code; discussing gifts and donations pursuant to Chapter 551.073 of the Texas Government Code; discussing personnel matters pursuant to Chapter 551.074 of the Texas Government Code; discussing security personnel or devices pursuant to Chapter 551.076 of the Texas Government Code. If the Board decides to enter executive session regarding any item on this agenda, the Presiding Officer will announce that an executive session will be held and will identify the item to be discussed and the provision from the Open Meeting Act that authorizes the closed or executive session.

Comal County Emergency Services District No. 1 and the Bulverde-Spring Branch Emergency Services are committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request by calling (830) 228-4501 for assistance and information. Hearing impaired or speech disabled persons equipped with telecommunications devices for the deaf may utilize the statewide Relay Texas Program, 1-800-735-2988.

---

Tex Hall, Assistant Treasurer, standing in for Pat Feely, SEC  
Comal County Emergency Services District No. 1