

**COMAL COUNTY EMERGENCY SERVICES DISTRICT NO. 4**  
**Minutes for November 18, 2020 Meeting**

A meeting of the Board of Commissioners of Comal County Emergency Services District No. 4 was held on Wednesday, **November 18, 2020, at 3:00 PM.** The meeting was held at **215 Rebecca Creek Rd, Canyon Lake, Texas 78133 for the following purposes:**

Call meeting to order; Meeting called to order by President Graf at 3:04PM. A quorum of ESD commissioners were present to include President Graf, Secretary VanAusdall, and Treasurer Clausen. Assistant Treasurer Robert Bruce was not in attendance. BSBES Fire Chief Southwell also in physical attendance along with Attorney Peeler who attended via Zoom call. Public in attendance included Mr. Grieger and Mr. Hull. Vice-President Dean joined the meeting at 3:15PM.

1. Public Comment: The public may comment by teleconference at the meeting. Individual members of the public may address the Board for a maximum of three minutes on items either on or not on the current agenda, but collectively no more than thirty minutes per item. In accordance with the Texas Attorney General's opinion, any public comment that is made on an item that is not on the published final agenda will only be heard by the Board of Commissioners. No formal action, discussion, deliberation, nor comment will be made by the Board of Commissioners;

Public comment made by Mr. Grieger.

**REPORTS**

2. Receive monthly report from the Treasurer and consider:

- a. Approval of payment of monthly bills and invoices;

Treasurer Clausen presented outstanding bills/invoices and requested approval to pay the following:

Coveler and Peeler-	\$3,313.75
CNA Surety-	\$500.00
MES-	\$794.76
Carlton Law Firm-	\$151.00
Comal Appraisal Dist-	\$4,535.18

Treasurer Clausen also requested personal reimbursement of \$33.08 for Fedex Shipping cost.

After brief discussion Mr. VanAusdall made a motion seconded by Ms. Clausen to approve all bills/invoices listed above to include Ms. Clausen's reimbursement for Fedex Shipping. Motion passed unanimously.

- b. Acceptance of monthly financial report;

Monthly financial report delivered by Ms. Clausen detailing the district's financials. Mr. VanAusdall made a motion seconded by Mr. Dean to accept the monthly financial report. Motion passed unanimously.

3. Receive monthly report from BSBES Chief regarding emergency operations, response times, call volume, training, management activities and personnel;

Chief Southwell presented monthly call statistics for BSBES.

4. Update on ESCI efforts to date for the review of BSBES operational expenses:

President Graf and Chief Southwell presented an update on recent happenings with ESCI. At this time ESCI has completed initial site visit and has received all required paperwork submitted by Chief Southwell. President Graf stated that ESCI spoke very highly of BSBES as an organization and enjoyed their visit. A report from ESCI could be furnished by the end of November 2020.

### **DISCUSSION/ACTION ITEMS**

5. Review and consider approval of recent Meeting Minutes;

Meeting minutes for the ESD 4 Meeting held on 10/15/20 were reviewed. Mr. Dean made a motion seconded by Ms. Clausen to approve the minutes. Motion passed unanimously.

6. Discuss and consider the Surety Bond for the ESD 4 Treasurer;

The Surety Bond was approved in 2.a above.

7. Discuss, consider, and review records retention for ESD 4;

A brief discussion regarded records retention for ESD 4 was had. This item was then tabled to the December meeting.

8. Discuss and consider any needed repairs or other uses related to Station 6, the Bremer Building;

Chief Southwell briefed the group on the possibility of future EMS apparatus personnel relocation to Station 6. Should this occur ESD 4 could be required to upgrade existing facilities to allow the station to function in this capacity. No action taken at this time.

9. Discuss and consider any items related to the new station on FM 311 (Station 4);

No action taken.

10. Discuss and consider items related to the budget, bank accounts and TexPool;

No action taken.

11. Update, discuss and consider BSBES activities, financials, and other related items, including the potential purchase of the Rodeo Drive facility;

- a. Update on Joint Service Provider Agreement and potential extension;

ESD 4 has forwarded the recently revised JSPA to Attorney Peeler who will review. Signing of the document forecasted for December 2020.

- b. Discuss and consider the final draft Rodeo Drive facility sale agreement;

After executive session motion made by Ms. Clausen and seconded by Mr. VanAusdall to approve President Graf to sign a resolution approving transfer and conveyance of real property of Bulverde Spring Branch Emergency Services to Comal County ESD 4. Motion passed unanimously.

After executive session motion made by Ms. Clausen and seconded by Mr. Dean to approve President Graf to sign agreement regarding use of funds from sale of property. Motion passed unanimously.

- c. Discuss and consider the lease agreement with H.I.S.;

No action taken.

- 12. Discuss and consider Capital Acquisition Committee Report including the purchase or repair of apparatus and proposed capital items;

Chief Southwell and Mr. Dean led discussion about access issues on the Guadalupe River and that the committee would be having discussions about capital acquisitions that may need to be made in the future. Capital items such as inflatable rafts and drones were introduced into the conversation. No action taken.

- 13. Discuss and consider budget amendments for the District's 2020 budget;

No action taken.

- 14. Discuss and consider the District's financial forecast;

No report given and no action taken.

- 15. Executive Session to discuss Legal Matters and real estate matters;

ESD Commissioners entered executive session at 4:20PM and exited executive session at 5:19PM.

- 16. Action Items from Executive Session;

Action taken listed on Item 11B after executive session.

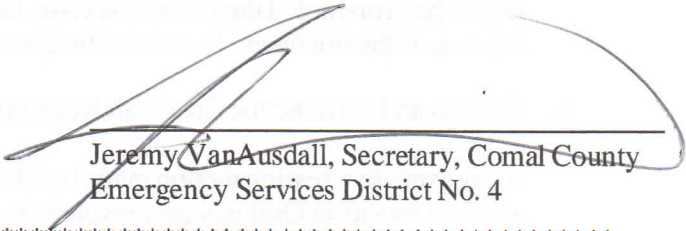
- 17. Discuss agenda, time and date for next meeting;

Next ESD 4 meeting will be held on December 21, 2020 at 3PM.

- 18. Adjournment.

Meeting adjourned by President Graf at 5:53PM.





Jeremy VanAusdall, Secretary, Comal County  
Emergency Services District No. 4

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Comal County Emergency Services District No. 4 is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call 830-228-4501 for assistance and information. Hearing impaired or speech disabled persons equipped with telecommunication devices for the deaf may utilize the statewide Relay Texas Program by dialing 7-1-1 or 1-800-735-2988.

The Board may retire to Executive Session any time between the meeting's opening and adjournment for any purpose authorized by the Texas Open Meetings Act, including but not limited to: consultation with legal counsel (Section 551.071 of the Texas Government Code); personnel matters (Section 551.074) and/or discussion of real estate acquisition (Section 551.072). Action, if any, will be taken in open session.