

**COMAL COUNTY EMERGENCY SERVICES DISTRICT NO. 4**  
**Minutes for January 18, 2021 Meeting**

The Board of Commissioners of Comal County Emergency Services District No. 4 was held on Monday, January 18, 2021, at 3:00 PM. This meeting was conducted as a combination of in person and remote access in order to allow compliance with appropriate social distancing and mass gathering precautions for the purposes listed below.

Due to the state of emergency and/or local disaster caused by the COVID-19 pandemic, the Board of Commissioners of Comal County Emergency Services District No. 4 held this meeting as a combination in person and remote access meeting. Some of the District Commissioners members were present at 215 Rebecca Creek Rd., Canyon Lake, Texas 78133. District Commissioners are also able to attend via telephone conference call or other remote method because of the difficulty and risks of convening in large groups. The public was asked to participate via remote procedures. The public and remote District Commissioners participated in the meeting via the internet (toll-free) at <https://zoom.us/j/97244725940> or by telephone at 346-248-7799 (toll charges may apply) and entering meeting: 972 4472 5940, or by one tap mobile +13462487799,,97244725940# US (Houston).

President Graf called the meeting to order at 3:04PM. ESD4 Commissioners in attendance in person included President Graf and Treasurer Clausen. Vice President Dean and Secretary VanAusdall attended via the internet. Vice-Treasurer Bruce not in attendance. Attorney Peeler also in attendance via the internet.

1. Public Comment: Individual members of the public addressed 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 was made by the Board of Commissioners;

Public comments were heard from Mr. Daryl Grieger (in person) and Mr. Anthony White (via the internet).

**REPORTS/DISCUSSION/ACTION ITEMS**

1. Confirmation that newly appointed Commissioners have been properly sworn in:

Commissioners confirmed that Ms. Clausen had been sworn in for her new term. After brief discussion among commissioners it was unclear if Mr. Bruce had been sworn in.

2. Election of Officers for 2021:

Motion made by President Graf and seconded by Vice-President Dean for the following slate officers for 2021. Motion passed unanimously.

President:	Deena Clausen
Vice-President	Josh Dean

Secretary	Jeremy VanAusdall
Treasurer	Paul Graf
Vice-Treasurer	Robert Bruce

3. Discuss and approve 2021 appointments to the Board of Directors of the BSBES;

Motion made by President Clausen and seconded by Treasurer Graf to leave the BSBES Board of Directors appointments the same as they were in 2020. Ms. Clausen and Mr. Dean will continue to represent ESD4 on the BSBES board. Motion passed unanimously.

4. Discuss and approve appointments to the various BSBES and ESD task forces for 2021;

Two committees were discussed. Motion made by Treasurer Graf and seconded by President Clausen for the following committee appointments for 2021. Motion passed unanimously.

Finance Committee	President Clausen and Treasurer Graf
Apparatus Committee	Vice-President Dean and Secretary VanAusdall

5. Review and take action to designate District General Counsel or duties of Special Counsel;

Motion made by Secretary VanAusdall and seconded by Treasurer Graf to designate Coveler and Peeler, PC as general counsel or duties of special counsel. Motion passed unanimously.

6. Review and take action on the designation of District Administrative Office, including publishing notice of same required by Health and Safety Code § 775.036(f).

Motion made by Treasurer Graf and seconded by President Clausen to designate 353 Rodeo Drive, Spring Branch, TX 78070 as the designated District Administrative Office, including publishing notice of same required by Health and Safety Code § 775.036(f). Motion passed unanimously.

7. Review and take action on procedures for posting and filing meeting agenda notices;

Motion made by President Clausen and seconded by Treasurer Graf to adopt the following procedures when posting and filling meeting agenda notices:

- a. President will present agenda to BSBES staff prior to 12:00PM on the business day preceding the 72hr notice deadline. (For example, should a meeting occur on a Monday, the President will present agenda to BSBES staff prior to 12:00PM on Thursday.)
- b. BSBES staff will post meeting agenda to website and physically at the designated district administrative office at least 72 hours before the scheduled meeting time.

No items were discussed. No action taken.

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

No items were discussed. No action taken.

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

Treasurer Graf made a motion seconded by President Clausen to ratify the \$100,000.00 transfer from Frost Bank to Texas Regional Bank in December 2020. Motion passed unanimously.

16. Discuss and consider investments and investment policy;

Discussion took place considering a change in designation of the investment officer to the President or Treasurer. Item tabled to February.

17. 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;

JSPA was fully executed in December 2020 and effective January 1, 2021. Motion made by President Clausen and seconded by Treasurer Graf to ratify to approval of the signing of the JSPA. Roll call vote taken.

President Clausen - Yes  
Vice-President Dean - Yes,  
Secretary VanAusdall - Yes  
Treasurer Graf - Yes  
Commissioner Bruce - absent

Motion passed.

- b. Update on Rodeo Drive purchase agreement and title company activity;

Treasurer Graf reported that ESD4 closed on the purchase of the Rodeo Drive station on December 30, 2020. No further action needed.

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

President Clausen reported that the lease agreement continues to be drafted at this time. President Clausen made a motion seconded by Treasurer Graf to ratify her motion on this item from December which included details as to the language requirements in the lease. Motion passed unanimously.

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

- c. BSBES staff member responsible for posting meeting will email ESD 4 President and Secretary a copy of the meeting posting notice and report the date and time the notice was posted on the internet and at the District Administrative Office.

Motion passed unanimously.

8. Receive monthly report from the Treasurer and consider:

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

Motion made by Treasurer Graf and seconded by President Clausen to ratify the payments that were approved in December and reflected in December meeting minutes along with approval of the following payments:

Carlton Law Firm	\$122.00
Coveler and Peeler	\$9,228.13

Motion passed unanimously.

- b. acceptance of monthly financial report;

President Clausen and Treasurer Graf presented the monthly report. Motion made by Treasurer Graf and seconded by Vice-President Dean to accept the monthly financial report. Motion passed unanimously.

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

Monthly report presented by Chief Southwell. No action taken.

10. Update on ESCI efforts to date for the review of BSBES operational expenses;

Treasurer Graf updated the commissioners stating that ESCI has made good progress on the review and we are waiting on a draft of the review before we can determine the completion date. No action taken.

11. Review and consider approval of recent Meeting Minutes;

Motion made by Treasurer Graf and seconded by Vice-President Dean to approve meeting minutes from November 18, 2020 and December 21, 2020. Motion passed unanimously.

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

Item tabled until a future meeting.

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

No report. No action taken.

19. Discuss and consider budget amendments for the District's 2020 and 2021 budget;

Motion made by Treasurer Graf and seconded by Secretary VanAusdall to ratify December amendments made to the 2020 and 2021 budget. Motion passed unanimously.

20. Discuss and consider the District's financial forecast;

No report. No action taken.

21. Discuss and consider approval of the audit engagement letter for the 2020 ESD4 audit;

Motion made by President Clausen and seconded by Vice-President to approve Rick C. Reed and Co, PLLC as independent auditor for the year ended December 31, 2020 and authorize President Clausen to sign the engagement letter. Motion passed unanimously.

22. Review and take action to update signature cards and access on all District bank accounts and other investment accounts;

Motion made by Treasurer Graf and seconded by President Clausen authorizing all ESD4 commissioners to sign new signature cards at Frost Bank. Motion passed unanimously.

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

At 4:14 PM, the meeting was recessed and ESD4 Commissioners entered executive session. At 4:27PM, the Commissioners came out of executive session and the meeting resumed.

24. Action Items from Executive Session;

No action taken.

25. Discuss agenda, time and date for next meeting; and

Next ESD4 meeting set for February 16, 2021 @ 3:00PM.

26. Adjournment.

Meeting adjourned by President Clausen at 4:30PM.

Deena Clausen, President

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

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