

COMAL COUNTY EMERGENCY SERVICES DISTRICT NO. 4
Minutes for March 2, 2021 Meeting

The Board of Commissioners of Comal County Emergency Services District No. 4 was held on Tuesday, March 2, 2021, at 5:30 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 plan to be 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/2715091184> or by telephone at 346-248-7799 (toll charges may apply) and entering meeting: 271 509 1184, or by one tap mobile +13462487799,,2715091184# US (Houston).

President Clausen called the meeting to order at 5:30PM. ESD4 Commissioners in attendance in person included President Clausen. Vice President Dean and Treasurer Graf attended via the internet. Secretary Van Ausdall and Vice-Treasurer Bruce did not in attend. Attorney Peeler also in attendance via the internet. President Clausen informed those in attendance that the previously posted meetings of February 16 and 23, 2021 were not held due to the winter storm conditions experienced throughout the district.

1. Public Comment: 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;

No public comments were offered.

REPORTS/DISCUSSION/ACTION ITEMS

1. Review and consider approval of recent Meeting Minutes;

Motion to approve minutes for the January 18, 2021 made Vice-President Mr. Dean, seconded by Treasurer Graf. Motion approved unanimously. Also confirmed that approved minutes may be filed and posted to the CCESD4 website with electronic signatures.

2. Receive monthly report from the Treasurer and consider:

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

Motion made by Treasurer Graf, seconded by Vice-President Dean to approve payment the following bills and invoices:

Quickbooks Online	\$ 687.57
Emergency Services Consulting International	5,811.00
Municipal Emergency Services, Inc.	8,211.57
Feld Fire	3,950.00
US Post Office	118.00
Coveler & Peeler	1,877.50
Zoom meeting service	15.81
Comal Appraisal District	4,530.46

Motion passed unanimously.

- b. acceptance of monthly financial report;

President Clausen and Treasurer Graf presented the attached January 2021 monthly financial report. Motion made by Treasurer Graf and seconded by Vice-President Dean to accept the January financial report. Motion passed unanimously.

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

Verbal report of January and February activity presented by Chief Southwell. Discussed staff activities and equipment and facilities impact related to the recent winter storm. No action taken.

4. Update, discuss and consider BSBES activities, financials, and other related items;

Vice-President Dean informed the Board that no BSBES board meeting was held in February due to the winter storm.

Motion made by President Clausen, seconded by Treasurer Graf, to continue the process of electronic monthly payments to BSBES from the Frost bank account for the annual BSBES service provider fees as previously approved by ESD 4. Motion passed unanimously.

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

President Clausen and Treasurer Graf informed the Board that they will meet with ECSI later this month to discuss status. No action taken.

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

Item tabled until next meeting.

7. Discuss and consider any items related to Stations 1, 4 and 6;

Verbal report from Chief Southwell and Vice-President Dean that the stations 4 and 6 had minimal damages from the recent winter storm. They also reported damages at Station 1 that are under insurance review and repair. No action taken.

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

Discussed the need to switch the treasurer's surety bond to Treasurer Graf. Kay Detrich (BSBES) will assist with the change in the treasurer's surety bond. No action taken.

9. Discuss and consider approval and notice of additional debt payment to Capital One Public Funding, LLC (Station 4) on April 1, 2021;

Motion to approve additional principal payment of \$250,000 to Capital One Public Funding, LLC made by President Clausen, seconded by Treasurer Graf. Motion passed unanimously.

10. Discuss and consider investments and investment policy;

President Clausen presented a summary of the *Investment Policy For Comal County Emergency Services District No. 4* (Investment Policy). Motion made by President Clausen, seconded by Vice-President Dean to approve the resolutions located on pages 13 and 14 of the Investment Policy. Motion passed unanimously.

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

No report. No action taken.

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

No items to discuss. No action taken.

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

No report. No action taken.

14. To meet in Closed Session to discuss legal matters and real estate matters;

No matters to discuss in closed session

15. Action items from Closed Session, including settlement of claims and action on real estate matters;'

No Closed Session held.

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

Next meeting tentatively set for Tuesday, March 23, 2021 at 5:30 PM.

17. Adjournment.

Meeting adjourned at 6:26 PM.



Jeremy Van Ausdall, Secretary, Comal County
Emergency Services District No. 4

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 Closed 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.