

COMAL COUNTY EMERGENCY SERVICES DISTRICT NO. 4

Agenda for November 16, 2021 Meeting

Notice is hereby given that a meeting of the Board of Commissioners of Comal County Emergency Services District No. 4 will be held on **Tuesday, November 16, 2021, at 6:00PM at Station 4, 215 Rebecca Creek Rd., Canyon Lake, Texas 78133** for the following purposes:

Call meeting to order.

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. In reliance upon the guidance provided by the Office of the Attorney General of Texas Open Meetings Handbook, any issues raised in public comment may be responded to by member of the Board of Commissioners with only (1) state of specific factual information, (2) recitation of existing District policy or (3) a brief deliberation by the Board in order to determine if any items should be placed on a subsequent agenda.
2. Review and consider approval of recent meeting minutes.
3. Receive monthly report from the Treasurer and consider:
 - a. approval of payment of monthly bills and invoices
 - b. acceptance of monthly financial report.
4. Receive monthly report from BSBES Chief regarding emergency operations, response times, call volume, training, management activities and personnel.
5. Update, discuss and consider BSBES's 2021 year-to-date financial report, financial activities, budget amendments and other related items.
6. Discuss and consider action on any items related to Stations 1, 4 and 6.
7. Discuss and consider action on items related to the Capital Acquisition Committee Report including the purchase or repair of apparatus and proposed capital items.
8. Discuss and consider action on items related to the 2021 budget, bank accounts and TexPool accounts.
9. To meet in Closed Session to discuss legal matters and real estate matters under provisions of Government Code §§ 551.071 and 551.072.
10. Action items from Closed Session, including action on legal and real estate matters.
11. Discuss agenda, time, and date for next regular meeting.
12. Adjournment.

COMAL COUNTY EMERGENCY SERVICES DISTRICT NO. 4

Minutes for November 16, 2021 Meeting

Notice is hereby given that a meeting of the Board of Commissioners of Comal County Emergency Services District No. 4 will be held on Tuesday, November 16, 2021, at 6:00PM at Station 4, 215 Rebecca Creek Rd., Canyon Lake, Texas 78133 for the following purposes:

Call meeting to order.

Meeting called to order at 1800hrs by President Clausen. ESD 4 Commissioners in attendance included President Clausen, Vice-President Dean, Treasurer Graf, Assistant Treasurer Duke, and Secretary VanAusdall.

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. In reliance upon the guidance provided by the Office of the Attorney General of Texas Open Meetings Handbook, any issues raised in public comment may be responded to by member of the Board of Commissioners with only (1) state of specific factual information, (2) recitation of existing District policy or (3) a brief deliberation by the Board in order to determine if any items should be placed on a subsequent agenda.

No Public Comment - No Public Present

2. Review and consider approval of recent meeting minutes.

Tabled to next meeting

3. Receive monthly report from the Treasurer and consider:

- a. approval of payment of monthly bills and invoices

No Bills and No action taken

- b. acceptance of monthly financial report.

Monthly financial report delivered by Treasurer Graf. Motion made by Treasurer Graf and seconded by Vice-President Dean to approve the monthly financial report. Motion passed.

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

Monthly call statistics reported by Chief Southwell. No action taken.

5. Update, discuss and consider BSBES's 2021 year-to-date financial report, financial activities, budget amendments and other related items.

President Clausen presented the BSBES YTD financial report. No action taken.

6. Discuss and consider action on any items related to Stations 1, 4 and 6.

No action taken.

7. Discuss and consider action on items related to the Capital Acquisition Committee Report including the purchase or repair of apparatus and proposed capital items.

No report.

8. Discuss and consider action on items related to the 2021 budget, bank accounts and TexPool accounts.

No action taken.

9. To meet in Closed Session to discuss legal matters and real estate matters under provisions of Government Code §§ 551.071 and 551.072.

No closed session taken.

10. Action items from Closed Session, including action on legal and real estate matters.

No action taken.

11. Discuss agenda, time, and date for next regular meeting.

Next meeting will be on 12/15/21 @ 1800hrs.

12. Adjournment.

Meeting adjourned by President Clausen at 1853hrs.



Jeremy VanAusdall

Secretary

Comal County Emergency Services District No. 4

Comal County Emergency Service District 4

Balance Sheet UNAUDITED

As of October 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Frost Bank	851,392
Petty Cash	137
Texas Regional Bank	89,944
TexPool	1,258,788
Total Bank Accounts	\$2,200,262
Accounts Receivable	\$2,879,938
Total Current Assets	\$4,280,200
Fixed Assets	\$8,699,609
TOTAL ASSETS	\$12,979,809
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	\$1,883,090
Total Current Liabilities	\$1,883,090
Long-Term Liabilities	
Notes Payable - Station 4	2,122,244
Total Long-Term Liabilities	\$2,122,244
Total Liabilities	\$4,005,334
Equity	\$8,974,475
TOTAL LIABILITIES AND EQUITY	\$12,979,809

Comal County Emergency Service District 4

Budget vs. Actuals: YTD Actuals to Total Annual Budget- FY21 P&L

January - October, 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
1000 Property Tax, Comal County Tax Assessor	1,683,043	1,800,000	(116,957)	94.00 %
1100 Sales Tax, Comptroller	1,785,834	2,066,000	(280,166)	86.00 %
1200 Interest Income	745	5,000	(4,255)	15.00 %
1500 Lease income	51,037	68,000	(16,963)	75.00 %
Total Income	\$3,520,660	\$3,939,000	\$ (418,340)	89.00 %
GROSS PROFIT	\$3,520,660	\$3,939,000	\$ (418,340)	89.00 %
Expenses				
100 BSBES CONTRACT EXPENSES				
551 Monthly Contract Payments	1,855,210	2,226,250	(371,040)	83.00 %
552 Service Provider Credit	(174,275)		(174,275)	
Total 100 BSBES CONTRACT EXPENSES	1,680,935	2,226,250	(545,315)	76.00 %
200 OPERATIONS				
300 Administrative & General	36,092	96,000	(59,908)	38.00 %
Contingency / Uncategorized Expense	63,835	74,000	(10,165)	86.00 %
Debt service payments		50,000	(50,000)	
	470,006	470,325	(319)	100.00 %
Total Expenses	\$2,250,868	\$2,916,575	\$ (665,707)	77.00 %
NET OPERATING INCOME	\$1,269,792	\$1,022,425	\$247,367	124.00 %
Other Expenses				
Capital Equipment Purchased (>\$2,000)	1,222,379	1,250,000	(27,621)	98.00 %
Real estate purchased	(421,500)	(421,500)	0	100.00 %
Total Other Expenses	\$800,879	\$828,500	\$ (27,621)	97.00 %
NET OTHER INCOME	\$ (800,879)	\$ (828,500)	\$27,621	97.00 %
NET INCOME	\$468,913	\$193,925	\$274,988	242.00 %