

## **COMAL COUNTY EMERGENCY SERVICES DISTRICT NO. 4**

### **Meeting Minutes for April 21, 2022**

Notice is hereby given that a Meeting of the Board of Commissioners of Comal County Emergency Services District No. 4 will be held on **Thursday, April 21, 2022, at 6:00 PM at Station 4, 215 Rebecca Creek Rd., Canyon Lake, Texas 78133** for the purposes below.

Comal County Emergency Services District No. 4 may hold the meeting under the provisions of Government Code 551.127 which allows for the participation of District Commissioners via videoconference. A quorum will be present at the meeting location indicated above, as will the presiding officer. Any other Commissioners attending via videoconference will be visible to all persons in attendance at the location of the quorum when the remote Commissioner is speaking.

Call meeting to order.

Meeting called to order at 6:01PM by President Clausen. ESD Commissioners present included President Clausen, Treasurer Graf, and Secretary VanAusdall. Commissioners absent included Vice-President Dean and Assistant Treasurer Duke. Chief Southwell present. Public present – Lindy Sisk.

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.

Mr. Sisk commented that monthly financials for ESD 4 have not been updated since February 2022 on the Districts website. President Clausen advised that they will be updated.

2. Review and consider approval of recent meeting minutes.

Meeting minutes from 2/15/22 and 3/10/22 were reviewed. Motion made by Treasurer Graf to approve minutes from 2/15/22 and 3/10/22. Motion seconded by Secretary VanAusdall. Motion Passed.

3. Receive monthly report from the Treasurer and consider:

- a. approval of payment of monthly bills and invoices

After brief discussion, Secretary VanAusdall made motion to approve payment to Coveler and Peeler for \$296.25. Treasurer Graf seconded the motion. Motion Passed.

- b. acceptance of monthly financial report.

Treasurer Graf and President Clausen presented monthly financial report. Secretary VanAusdall made motion to accept the monthly financial report. Motion seconded by Treasurer Graf. Motion Passed.

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

Chief Southwell delivered monthly report. No action taken.

5. Update, discuss and consider BSBES's financial report, financial activities, budget amendments and other related items.

President Clausen presented BSBES's financial report. Chief Southwell presented Lifescan NFPA 1582 compliant medical physicals for all BSBES personnel. The cost would be approximately \$30,000.00. Cost sharing between ESD's to be discussed later. Treasurer Graf made motion to approve. Secretary VanAusdall seconded. Motion passed.

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

There is a current mold issue at Station 1 that is being addressed.

Conceptual budget for Station 6 presented by President Clausen. After brief discussion the district will continue to move forward with concept and design. President Clausen and Secretary VanAusdall will serve on committee to complete this task and report back to the ESD. No action taken.

Chief Southwell briefed commissioners on Station 5 status.

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.

Chief Southwell reported that purchase of two Brush Trucks are in need of purchase. Price per brush truck is estimated at \$220,000.

Motion made by Treasurer Graf that ESD 4 commit to purchase of two brush trucks at \$220,000 each for a total not to exceed \$450,000 to be paid upon delivery. Motion seconded by Secretary VanAusdall. Motion passed.

8. Discuss and consider action on items related to the 2022 budget, bank accounts and TexPool accounts.

President Clausen made a motion to move \$1,000,000 from Frost to TexPool. Motion seconded by Secretary VanAusdall. Motion passed.

9. Discuss and consider resolution on Investment Policy.

Treasurer Graf made motion to approve investment policy and authorize Secretary VanAusdall to sign said policy. President Clausen seconded. Motion Passed and policy was signed by Secretary VanAusdall.

10. Discuss and consider action on items from the recent SAFE-D conference.

No action.

11. Discuss and consider action on property tax.

Secretary VanAusdall moved to adopt property tax exemption for Over Sixty-Five Residents at \$10,000 and Disabled Residents at \$10,000. Motion seconded by Treasurer Graf. Motion Passed.

12. 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.

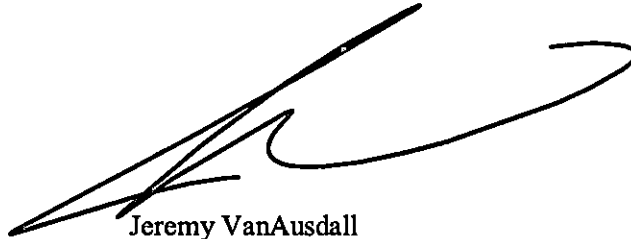
13. Action items from Closed Session, including action on legal and real estate matters.

No session and no actions.

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

Next meeting will take place May 26, 2022 at 6PM.

15. Adjournment at 8:07PM.

A handwritten signature in black ink, appearing to read 'Jeremy VanAusdall', with a large, sweeping flourish extending to the right.

Jeremy VanAusdall  
Secretary  
Comal County Emergency Services District No. 4

# Comal County Emergency Service District 4

## Balance Sheet UNAUDITED

As of March 31, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Frost Bank	2,194,540
Petty Cash	137
Texas Regional Bank	54,094
TexPool	1,259,328
<b>Total Bank Accounts</b>	<b>\$3,508,099</b>
Accounts Receivable	<b>\$2,079,938</b>
Other Current Assets	<b>\$350</b>
<b>Total Current Assets</b>	<b>\$5,588,387</b>
Fixed Assets	<b>\$9,929,798</b>
<b>TOTAL ASSETS</b>	<b>\$15,518,185</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	<b>\$9,994</b>
Other Current Liabilities	<b>\$1,883,090</b>
<b>Total Current Liabilities</b>	<b>\$1,893,084</b>
Long-Term Liabilities	
Notes Payable - Station 4	
<b>Total Long-Term Liabilities</b>	<b>\$1,739,774</b>
<b>Total Liabilities</b>	<b>\$3,632,857</b>
Equity	<b>\$11,885,327</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$15,518,185</b>

# Comal County Emergency Service District 4

Budget vs. Actuals: ESD4 2022 Budget - FY22 P&L

January - March, 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
1000 Property Tax, Comal County Tax Assessor	1,656,674	475,000	1,181,674	349.00 %
1100 Sales Tax, Comptroller	636,462	547,500	88,962	116.00 %
1200 Interest Income	470	250	220	188.00 %
1500 Lease income	17,368	17,000	368	102.00 %
<b>Total Income</b>	<b>\$2,310,975</b>	<b>\$1,039,750</b>	<b>\$1,271,225</b>	<b>222.00 %</b>
GROSS PROFIT	<b>\$2,310,975</b>	<b>\$1,039,750</b>	<b>\$1,271,225</b>	<b>222.00 %</b>
Expenses				
100 BSBES CONTRACT EXPENSES	618,309	618,309	(0)	100.00 %
200 OPERATIONS		20,725	(20,725)	
300 Administrative & General	8,332	23,200	(14,868)	36.00 %
Contingency / Uncategorized Expense		12,500	(12,500)	
Debt service payments	470,006	117,502	352,505	400.00 %
<b>Total Expenses</b>	<b>\$1,096,647</b>	<b>\$792,236</b>	<b>\$304,412</b>	<b>138.00 %</b>
NET OPERATING INCOME	<b>\$1,214,328</b>	<b>\$247,514</b>	<b>\$966,813</b>	<b>491.00 %</b>
Other Expenses				
Capital Equipment Purchased (>\$2,000)	6,322	134,175	(127,853)	5.00 %
<b>Total Other Expenses</b>	<b>\$6,322</b>	<b>\$134,175</b>	<b>\$ (127,853)</b>	<b>5.00 %</b>
NET OTHER INCOME	<b>\$ (6,322)</b>	<b>\$ (134,175)</b>	<b>\$127,853</b>	<b>5.00 %</b>
NET INCOME	<b>\$1,208,006</b>	<b>\$113,339</b>	<b>\$1,094,667</b>	<b>1,066.00 %</b>