

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

### **Minutes - Regular Meeting on Monday, July 31, 2023**

After proper notice, the regular meeting of the Board of Commissioners of Comal County Emergency Services District No. 4 was called to order at 6:01 PM on **Monday, July 31, 2023**, at **Station 4, 215 Rebecca Creek Rd., Canyon Lake, Texas 78133**. Commissioners Boortz, Clausen, Duke and Kasbaum were present. Commissioner VanAusdall was absent.

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 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 an item should be placed on a subsequent agenda – No members of the public were present/commented at this meeting.
2. Welcomed new Commissioner Katy Boortz. Commissioner Kasbaum moved that Commissioner Boortz be appointed as assistant treasurer. Commissioner Duke seconded this motion. Motion carried unanimously.
3. Considered minutes of prior meeting held June 21, 2023, and July 19, 2023. Motion to approved minutes for June 21, 2023, meeting made by Commissioner Duke, seconded by Commissioner Boortz. Motion carried unanimously. Noted that no meeting was held on July 19 as no quorum was present.
4. Reviewed and approved payment of the following District's bills and invoices. Motion to approved made by Commissioner Clausen, seconded by Commissioner Duke. Motion carried unanimously.
  - a. Tripps Electric - \$1,726.63 – Station 1 repairs
  - b. Siddons Martin \$9,098.65 – tender equipment
5. Reviewed and accepted the monthly ESD4 financial report as of June 30, 2023.
6. To review, consider, and take action on the items related to the 2023 budget, bank accounts and TexPool accounts – None discussed, no action taken.
7. Received and discussed the monthly report for June 2023 from BSBES Chief Southwell regarding emergency operations, response times, call volume, training, management activities and personnel.

8. To review, consider and take action on any items related to Stations 1, 4 and 6 – None discussed, no action taken. Chief Southwell informed the Commissioners that the two brush trucks budgeted and ordered in 2022 are here and will in service soon. Payment for these brush trucks will be considered at a future meeting.
9. Reviewed and discussed BSBES proposed 2024 budget for operations and capital expenditures and its impact on the ESD4 2024 proposed budget. No action taken.
10. No Closed Session pursuant to Government Code §551.071 to consult with legal counsel was held.
11. No Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters was held.
12. No take action on items from Closed Session, including action on legal and real estate matters was taken.
13. Reviewed and discussed agenda, time, and date for next meetings – proposed 2023 tax rate meeting/hearing will be held on August 7, 2023, at 6:00pm. August regular meeting/public hearing and special meeting on 2023 tax rate will be held on August 22, 2023, at 10:00 am.
14. The following items separately posted for this meeting were tabled until the August 7, 2023 meeting:
  1. To propose the District FY 2024 Budget.
  2. To propose the District 2023 ad valorem Tax Rate.
  3. To schedule a public hearing and date of action to adopt the Tax Rate.
  4. To review and take action on matters relating to an election to be held on November 7, 2023:
    - a. Approve an Order of Election under Texas Tax Code Section 26.07.
    - b. To review and take action to hold an election jointly with other jurisdictions.
    - c. To review and take action to contract with Comal County Elections Office for election services.
    - d. To consider and take action on such other Orders, Resolutions and related matters as required or appropriate to call for the District election.



Deena Clausen

President

Comal County Emergency Services District No. 4