

COMAL COUNTY EMERGENCY SERVICES DISTRICT NO. 4

Minutes for Regular Meeting on Wednesday, October 11, 2023

A meeting of the Board of Commissioners of Comal County Emergency Services District No. 4 was held on **Wednesday, October 11, 2023, at 10:00 AM** at **Station 4, 215 Rebecca Creek Rd., Canyon Lake, Texas 78133** for the following purposes:

Call meeting to order.

Meeting called to order by President Clausen at 10:10AM. Commissioners in attendance included President Clausen, Treasurer Kasbaum, Secretary VanAusdall, and Assistant Treasurer Boortz. Coveler and Peeler representation present via Zoom call. Chief Torres and Chief Dixon present as well. Vice-President Duke attended via Zoom as well.

1. Public Comment:

No public present and no public comment.

2. To review and approve the Minutes of prior meeting held July 31, 2023, August 22, 2023, and September 12, 2023.

Meeting minutes for the July 31, 2023 meeting were approved at the September 12, 2023 meeting. Motion made by Treasurer Kasbaum and seconded by Assistant Treasurer Boortz to approve minutes from August 22, 2023 and September 12, 2023. Motion passed.

3. To review and take action on payment of District's bills and invoices.

The following bills were presented:

Motorola Solutions	\$16,283.52
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Delta	\$7,949.67
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Coveler & Peeler	\$790.00
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Motion made by Treasurer Kasbaum and seconded by Assistant Treasurer Boortz to approve payment to Motorola, Delta, and Coveler & Peeler. Motion passed.

Payment for the two Skeeter brush trucks, recently delivered was then considered as listed below:

Cavender Grande Ford	\$466,987.30
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Motion made by President Clausen and seconded by Secretary Clausen to approve payment of \$466,987.30 while acknowledging that amount exceeds the original authorization of \$450,000.00 approved in the April 2022 district meeting. Motion passed.

4. To review and take action on monthly ESD4 financial report.

Monthly ESD4 financial report presented by Treasurer Kasbaum. Motion made by President Clausen and seconded by Assistant Treasurer Boortz to approve the financial report. Motion passed.

5. To review, consider, and take action on the items related to the 2023 budget, bank accounts and TexPool accounts.

Motion made by President Clausen and seconded by Assistant Treasurer Boortz to move \$500,000.00 from TexPool to Frost Bank. Motion passed.

6. To receive and discuss the monthly report from BSBES Chief regarding emergency operations, response times, call volume, training, management activities and personnel.

Chief Torres presented the monthly report for BSBES. No action taken.

7. To review, consider, and take action on items related to the Capital Acquisition Committee including the purchase or repair of apparatus and proposed capital items.

Treasurer Kasbaum presented a report from the Capital Acquisition Committee who recently met. Discussion included making plans for future apparatus acquisition for future fire station on FM 306. Replacement cycle also discussed comparing a twelve year cycle to a fifteen year cycle for heavy apparatus. The committee recommends that the BSBES command staff begin to explore pricing options for future capital purchases in relation to a future station off of FM 306. No action taken.

8. To review, consider and take action on any items related to Stations 1, 4 and 6.

- a. Discuss extension of HIS Centre lease at Station 1.

Tabled to closed session.

- b. Discuss and approve emergency repairs for generator at Station 1.

Motion made by Treasurer Kasbaum and seconded by Assistant Treasurer Boortz to authorize repair up to \$5,500.00 to repair the generator at Station 1. Motion passed.

9. To review, discuss and take action on ESD4's portion of BSBES' 2023 budget for operations and capital expenditures.

No action taken.

10. To discuss and take action on Commissioners' attendance at SAFE-D 22nd Annual Conference, Irving Convention Center, Irving, TX, February 22-24, 2024.

The district intends to send ESD4 commissioners to attend the SAFE-D conference. Commissioners will be checking their schedules and get registered if available.

Motion made by President Clausen and seconded by Treasurer Kasbaum to authorize all commissioners to attend if available. Motion passed.

11. To meet in Closed Session pursuant to Government Code §551.071 to consult with legal counsel.

No closed session.

12. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.

Closed session began at 11:17AM and ended at 12:11PM.

13. To review and take action on items from Closed Session, including action on legal and real estate matters.

Motion made by Treasurer Kasbaum and seconded by Assistant Treasurer Boortz to approve the proposed lease extension with HIS Centre as amended in closed session. Motion passed.

Motion made by Secretary VanAusdall and seconded by Assistant Treasurer Boortz to authorize President Clausen to sign letter of intent between the district and the Spring Branch Volunteer Fire Department. Motion passed.

14. To review and discuss agenda, time, and date for next meeting.

Next meeting will be on November 16, 2023 at 10:00AM.

15. Adjournment. Meeting adjourned at 12:19PM.

Jeremy VanAusdall
Secretary
Comal County Emergency Services District No. 4