

# **Comal County Emergency Services District No. 1**

## **Regular Meeting Minutes**

### **February 16, 2023**

**NOTICE** was given that a Regular Meeting of the Board of Commissioners of Comal County Emergency Services District No. 1 was held Thursday February 16, 2023, beginning at 5:00p.m., at the Bulverde Spring Branch Fire & EMS Station 1, Conference Room, 353 Rodeo Drive, Spring Branch TX, 78070 for the following purposes:

#### **DISCUSSION / ACTION ITEMS**

1) Call meeting called to order at 5:00 PM. Commissioners Dan Saenz, Henry Delgado, James Sellers and Josh Dean were present, prayer; Public Comments: Members of the public may collectively address the Board for a total of thirty minutes on items not on the current agenda (i.e. the public comment section of the meeting). Individual members of the public may address the Board for a maximum of three minutes on items not on the current agenda (i.e. the public comment section of the meeting). Individual members of the public may address the Board for a maximum of three minutes per person per agenda item. Individuals may address the Board once per item. Members of the public may collectively address the Board for a total of thirty minutes per item on the agenda. Members of the public will speak on an agenda item after comments on the item is called for by the presiding officer, but before Board discussion and consideration of the item. Speakers will be called upon in the order that they signed up to speak on an item. If more than ten speakers sign up to speak on an agenda item or as part of public comment on items not on the agenda item, each speaker's allotted time will be proportionally reduced to allow all speakers an opportunity to speak within the 30-minute time limit.

2) Approve January 31, 2023, Meeting minutes. – Motion was made to accept minutes, passed unanimously.

3) Review and discuss the Chief's monthly report – Chief Southwell provided his report.

4) Review, consider and accept monthly financial reports, Kay Derrick – Ms. Derrick provided paper copies of monthly report and provided her report.

5) Consider and approve bills/invoices to be paid – A motion was made by Dan Saenz, seconded by James Sellers to approve the listed checks. Passed unanimously.

Check #254 to Elevated Climbing for \$17,497.65  
Check #255 to Skyline Equipment LLC for \$9,258.30  
Check #256 to First In Crew for \$1,650.00  
Check #257 to SAFE- D for \$1585.00  
Check #258 to CAN Surety for 850.00  
Check #259 to Comal County Appraisal District for \$13,091.88

6) Discuss Update of EMS orders, repairs and upgrades - Chief Southwell, Chief Torres- Dan Saenz made a motion to approve an amount not to exceed \$300,00.00 to re-mount the ambulance boxes currently on ambulances 1782 and 1786. Both boxes would be mounted on new Chevrolet chassis. Seconded by Henry Delgado, passed unanimously.

7) Discuss and take action on matters regarding rental property as needed.

Update on unit 27630 repairs, discuss clean up of fallen trees on property – James Sellers made a motion to approve an amount not to exceed \$10,000.00 to repair, cleanup and trim trees. Seconded by Dan Saenz, passed unanimously.

- 8) Temp Station 5 Property - a. Update on Replat and Site Plan information – James Ingalls, Ink Civil  
b. Request quotes and select firm to create site plan for future building site water well and septic system location. – Josh Dean made a motion to approve an amount not to exceed \$10,000.00 to Ink Civil to create site plan for future building site water well and septic system location. Seconded by James Sellers. Passed unanimously.
- 9) Discuss Land and Property, Fm306 for 4 acres Phil Zaccariah - No action taken.
- 11) Receive and discuss progress reports from the BSBES board /standing ESD committees, Next Finance Committee meeting March 2, 2023, 1:30pm Station 3 Johnson Ranch.  
Address the need for commissioners to attend assigned committees. – No action taken.
- 12) Executive Session regarding personnel, legal and real estate matters. – No executive session.
- 13) Adjourn and set next meeting date. – Next meeting will be on March 30, 2023, at Station 1, 353 Rodeo Drive, Spring Branch, TX 78070 at 4:30pm.

The Board of Commissioners is authorized by the Texas Open Meetings Act to convene in closed or executive session for certain purposes. These purposes include receiving legal advice from its attorney pursuant to Chapter 551.071 of the Texas Government Code; discussing real property matters pursuant to Chapter 551.072 of the Texas Government Code; discussing gifts and donations pursuant to Chapter 551.073 of the Texas Government Code; discussing personnel matters pursuant to Chapter 551.074 of the Texas Government Code; discussing security personnel or devices pursuant to Chapter 551.076 of the Texas Government Code. If the Board decides to enter executive session regarding any item on this agenda, the Presiding Officer will announce that an executive session will be held and will identify the item to be discussed and the provision from the Open Meeting Act that authorizes the closed or executive session. Comal County Emergency Services District No. 1 and the Bulverde-Spring Branch Emergency Services are committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request by calling (830) 228-4501 for assistance and information. Hearing impaired or speech disabled persons equipped with telecommunications devices for the deaf may utilize the statewide Relay Texas Program, 1-800-735-2988.

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Josh Dean- Secretary

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