

## COMAL COUNTY EMERGENCY SERVICES DISTRICT NO. 4

### Minutes for January 19, 2023 Meeting

A meeting of the Board of Commissioners of Comal County Emergency Services District No. 4 was held on **Thursday January 19, 2023, at 6:00 PM** at **Station 4, 215 Rebecca Creek Rd., Canyon Lake, Texas 78133** for the following purposes:

Call meeting to order.

Meeting called to order at 6:00 PM by President Clausen. ESD 4 Commissioners present included President Clausen, Vice-President Dean, Treasurer Graf, Asst-Treasurer Duke, and Secretary VanAusdall. Chief Southwell also present.

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 public present and no public comment.

2. To confirm newly appointed Commissioners have been properly sworn in.  
President Clausen and Assistant Treasurer have both been properly sworn in.
3. To elect District Officers for 2023.

All members conversed and it was decided to leave district officer positions the same. Motion made by Asst-Treasurer Duke and seconded by Treasurer Graf to have officer positions as follows:

President:	Clausen
Vice President:	Dean
Secretary:	VanAusdall
Treasurer:	Graf
Assistant Treasurer:	Duke

Motion passed.

4. To discuss, review and take action to approve the 2023 appointments to the Board of Directors of the BSBES.

Motion made by Treasurer Graf and seconded by Vice-President Dean to have President Clausen and Treasurer Graf serve as 2023 appointees to the Board of Directors of the BSBES. Motion passed.

5. To discuss, review and take action to approve the appointments to the various BSBES and ESD task forces for 2023.

Finance: Clausen and Graf  
Capital Acquisition: VanAusdall and Dean  
Compensation: Duke and VanAusdall

Motion made by Treasurer Graf and seconded by Asst Treasurer Duke for above committee appointments to remain in place. Motion passed.

6. To discuss, review and take action to designate a District General Counsel and/or the duties of Special Counsel.

Motion made by Treasurer Graf and seconded by Vice-President Graf to designate Coveler and Peeler as district general counsel. Motion passed.

7. To discuss, review and take action on the designation of the District Administrative Office, including publishing notice of same required by Health and Safety Code § 775.036(f).

Motion made by Treasurer Graf and seconded by President Clausen to designate 353 Rodeo Drive, Spring Branch, TX 78070 as the designated district administration office. Motion passed.

8. To review, discuss and take action on RFQ for services of an auditor.

President Clausen reported that RFQ bids are due by 1/31/23 at 4PM and will be reviewed on 2/7/23 by the Finance Committee. No action taken.

9. To review and approve the Minutes of prior meeting(s).

Minutes from the 12/20/22 reviewed. Motion made by Vice-President Dean and seconded by Treasurer Graf to approve minutes. Motion passed.

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

BSBES (bunker gear and tracking system)	\$5,793.60
Delta Industrial Service (Thermal Imaging)	\$14,327.62
Website Hosting Company	\$220.00
Rogue Fitness	\$1,967.82
Skyline Equip. Inc	\$9,258.30
CNA Surety	\$500.00
Coveler and Peeler	\$818.75
BSBES (AED)	\$8,905.95

VFIS

\$1,467.00

Motion made by Treasurer Graf and seconded by Vice-President Dean to approve above bills and invoices. Motion passed.

Station 1 kitchen remodel expenses discussed and tabled to a future meeting until further clarification can be gathered.

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

Monthly ESD4 financial report presented by President Clausen. Motion made by Treasurer Graf and seconded by Asst-Treasurer Duke to accept monthly ESD financial report. Motion passed.

12. To review, discuss and take action on RFQ for services of an auditor.

Duplicate. No action.

13. To review, discuss and take action on EOY reports that need to be filed.

No action taken.

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

Call statistics presented by Chief Southwell. No action taken.

15. To review and consider BSBES financial activities and other related items.

President Clausen reported that BSBES board met on 1/16/23 and financials were presented. President Clausen presented BSBES financials. No action taken.

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

President Clausen briefed commissioners that lease extension will be happening at Station 1 with H.I.S. No action taken.

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

No report. No meeting yet this year.

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

Vice-President Dean made a motion and seconded by Treasurer Graf to move \$50,000.00 from Frost to Texas Regional. Motion passed.

Treasurer Graf made a motion and seconded by Vice-President Dean to move 1,000,000.00 from Frost to TexPool. Motion passed.

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

None. No closed session.

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

None. No closed session.

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

No action taken. No closed session.

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

Next meeting will occur 2/15/23 @ 6:00PM.

23. Adjournment.

Meeting adjourned at 7:40PM.

A handwritten signature in black ink, appearing to read 'Jeremy VanAusdall', with a stylized, elongated loop at the end.

Jeremy VanAusdall  
Secretary  
Comal County Emergency Services District No. 4