

Comal County Emergency Services District No. 1

Regular Meeting Notes

March 30, 2023

NOTICE is hereby given that a Regular Meeting of the Board of Commissioners of Comal County Emergency Services District No. 1 will be held Thursday, March 30th, 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) Meeting called to order at 5:30 PM, established a Quorum Dan Saenz, Henry Delgado and Josh Dean. 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 February 16, 2023 Meeting minutes. – Henry Delgado made motion to accept Josh Dean seconded, passed unanimously.

3) Review and discuss the Chief's monthly report – Chief Southwell provided report. Increase in MIH services.

4) Review, consider and accept monthly financial reports, Kay Derrich – Financials provided by Kay Derrich and were reviewed by ESD1 Board. No questions.

5) Consider and approve bills/invoices to be paid Josh Dean Made a motion, Henry Delgado seconded passed unanimously

1. \$232,988.72 Southwest Ambulance Sales for new ambulance ordered in 08/31/2021.
2. \$11,817.96 Ferno for two stretcher mounts for remounted ambulances boxes.
3. \$775.00 Grandpa's Plumbing Station for Temp Station 5
4. \$10,100.00 First In Crew Ice Storm Damage and upgrades to Temp Station 5 property
5. \$4,818.00 Fire Station Outfitters six replacement recliners for Station 3
6. \$850.00 CNA Surety bond for ESD 1 Treasurer
7. \$2,447.98 Wilscot Lease trailer for Temp Station 5
8. \$49,692.30 Motorola Radio Installation for Temp Station 5
9. \$725.00 Coveler & Peeler, P.C. legal fees
10. \$665.08 Comal Tax Assessor Collector collection fees
11. \$413.99 Joshua Dean reimbursement for SAFED Training
12. \$131.00 Enrique Delgado reimbursement for SAFED Training
13. \$2,250.00 Montemayor Britton Bender PC audit services engagement.

6) Discuss Update of EMS orders, repairs and upgrades, Station 5 housing transition. - Chief Southwell, Chief Torres. Josh Dean made a motion to approve \$87,944.00 to secure the two chassis for retrofit. This is part of the approved \$300,00.00 for the units leaving \$212,551.00. Passed unanimously.

7) Discuss & Approve selection of Montemayor as Auditor for 2022 and authorize Board Member whom will sign Engagement Letter. – Josh Dean makes a motion to accept engagement letter for audit services. Henry Delgado seconded. Passed unanimously. Dan Saenz authorized to sign agreement.

8) Discuss and take action on matters regarding rental property as needed; – No action taken

9) Station 5 Property - a. Update on Replat and Site Plan information. – James Ingalls, Ink Civil gave recommendations for possible well testing using the existing well. If that process is acceptable that would allow well testing rules. If this testing is not acceptable we may need to drill a new well in the property for additional testing. No action taken.

b. Welcome Representative from AGCM to discuss services. – Morgan Deborde
AGCM gave examples of past projects and work done by AGCM for other ESDs including ESD 4 and ESD 3 of Comal County. Look at section processes possibly setting up an RFQ. No action taken

10) Discuss Land and Property – No action taken

11) Receive and discuss progress reports from the BSBES board /standing ESD committees.
Address the need for commissioners to attend assigned committees. – No action taken

12) Executive Session regarding personnel, legal and real estate matters. – No action taken

13) Adjourn and set next meeting date. – Meeting adjourned at 7:25 PM. Next meeting 04/20/2023 at 3:00 PM

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.

Josh Dean- Secretary

Comal County Emergency Services District