

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

## **Regular Meeting Agenda**

### **June 22, 2023**

**NOTICE** was given that a Regular Meeting of the Board of Commissioners of Comal County Emergency Services District No. 1 was held Thursday, June 22nd, 2023 beginning at 3:02 p.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 3:02 pm, establishing a Quorum of Dan Saenz, Henry Delgado and Josh Dean. No 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) Welcome John Peeler of Coveler Peeler law firm, attending by phone. John Peeler attended by phone conference.

3) Approve May 23, 2023 Meeting minutes. – Henry Delgado made a motion to approve minutes, Josh Dean seconded passed unanimously

4) Review and discuss the Chief's monthly report. – Chief Southwell provided the report verbally. Josh Dean and Dan Saenz provide compliments after seeing BSBES staff in action at a medical call and motor vehicle crash.

5) Review, consider and accept monthly financial reports, Kay Derrick – Kay Derrick provided financial reports. No questions.

6) Consider and approve bills/invoices to be paid – Josh Dean made a motion to approve line items 1-6. Line items 7 and 8 are not approved. Seconded by Henry Delgado passed unanimously.

1. Check # 0326 in the amount of \$13,091.88 to Comal Appraisal District for 2023 -3<sup>rd</sup> Quarter Contribution Invoice.
2. Check # 0325 in the amount of \$12,173.70 to Ferno for two stretcher mounts for the two remount ambulances.
3. Check #0328 in the amount of \$300.00 to First in Crew for lawn maintenance Temp Station 5 Property.
4. Check #0327 in the amount of \$875.00 to Montemayor Britten Bender PC for final bill 2022 audit.
5. Check #0329 in the amount of \$7,588.00 to The Knox Company for two medical vaults for the two ambulance remounts.
6. Check #0332 in the amount of \$1,500.00 to Ink Civil for re-platting services 79% complete Temp Station 5.
7. Check #0331 in the amount of \$488.14 to BSBES for mobile mini located at Temp Station 5
8. Check #0330 in the amount of \$488.14 to VOIDED

7) Discuss Update of EMS orders, repairs and upgrades, Station 5 housing transition. - Chief Southwell,

Chief Torres. No delays in ambulance orders. No action taken

8) Review BSBES 2024 Budget – Josh Dean made a motion to approve the 2024 BSBES Budget as presented by the BSBES presentation provided Kay Derrich and presented by Chief Southwell. Josh Dean is requesting a report on what it would cost to move BSBES staff over to a pension plan such as Texas County & District Retirement System (TCDRS). Seconded by Dan Saenz passed unanimously.

9) Review and Discuss Update on Capital Items, approve purchases / changes. All purchases are on schedule. No action taken.

10) Discuss and take action on matters regarding rental property as needed; Repairs, release of a deposit and upcoming vacancy. – Josh Dean made a motion to not rent out any of the existing rental houses on the Temp 5 property or any that become available and to repay the deposits on vacated rentals that were maintained. Dan Saenz seconded passed unanimously.

11) Station 5 Property –Discuss need for Weight Equipment at Temp Station. – Discuss Ink Civil updates on Replat and Site Plan information, INK Civil is waiting on ESD 1 to locate a water well service. Review and approve water well estimate, No action taken. No well estimate provided. Coveler Peeler Law Firm will provide an example of RFQs to BSBES staff for construction management, architectural and engineering services. Coveler Peeler law firm will contact INK Civil and coordinate with BSBES staff on INK Civils work.

12) Discuss Land and Property – No action taken.

13) Receive and discuss progress reports from the BSBES board /standing ESD committees. Address the need for commissioners to attend assigned committees. – discussed the 2024 budget and update on staffing. Good candidate pool. Dan Saenz will make sure past board members were removed from ESD 1 banking information. No action taken.

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

15) Adjourn and set next meeting date. Meeting adjourned at 5:12 PM. Next meeting will be on July 19, 2023 at 5:00pm.

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