

COMAL COUNTY EMERGENCY SERVICES DISTRICT NO. 4

Minutes for Regular Meeting on Friday, November 17, 2023

A meeting of the Board of Commissioners of Comal County Emergency Services District No. 4 was held on **Friday, November 17, 2023, at 10:30 AM** at **Station 4, 215 Rebecca Creek Rd., Canyon Lake, Texas 78133** following the public hearing and special meeting on tax increase, for the following purposes.

Pursuant to the requirements of the Texas Open Meetings Act (Chapter 551 of the Texas Government Code) and specifically §551.127 of the Texas Government Code, allows for the participation of District Commissioners via videoconference. A quorum will be present at the meeting location indicated above, as well as the presiding officer. Any Commissioner attending via videoconference will be visible to all persons in attendance at the meeting location.

Call meeting to order.

Meeting called to order at 10:37 by President Clausen. Commissioners present included President Clausen, Treasurer Kasbaum, and Secretary VanAusdall. Absent commissioners were Vice-President Duke and Assistant Treasurer Boortz. Battalion Chief Holt 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.
2. To review and approve the Minutes of prior meeting held October 11, 2023.

Motion made by Treasurer Kasbaum and seconded by President Clausen to approve minutes as written. Motion passed.

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

The following bills and invoices were presented by Treasurer Kasbaum

Metro Fire	\$4,928.00
Coveler and Peeler	\$2,825.00
Delta Industrial	\$11,060.74
Comal Co. ESD 3	\$15,737.04

Motion made by Secretary VanAusdall and seconded by Treasurer Kasbaum to approve payment of above bills and invoices. Motion passed.

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

Monthly ESD4 financial report delivered by Treasurer Kasbaum.

Motion made by President Clausen and seconded by Secretary VanAusdall to approve financial report. Motion passed.

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

No action taken.

6. To review, consider and take action on the 2023 financial audit engagement letter from Montemayor Britton Bender PC.

President Clausen presented audit engagement letter which includes a \$10,500 quotation, \$500 more than last years. Motion made by Treasurer Kasbaum and seconded by Secretary VanAusdall to approve President Clausen to sign audit engagement letter and to pay \$10,500 for the audit. Motion passed.

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

Battalion Chief Holt presented the monthly report and gave the commissioners a brief synopsis of day to day operations at BSBES to include logistical adversities.

No action taken.

8. 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.

No actions taken.

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

No actions taken.

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

No action taken.

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 11:36AM and ended at 11:46AM.

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 President Clausen to authorize ESD4 to contact an appraiser and begin the process of selling the property adjacent to Station 4. Motion passes.

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

Next meeting will be on 10/13/23 at 1:30PM.

15. Adjournment.

Meeting adjourned at 11:48AM.

Jeremy VanAusdall
Secretary
Comal County Emergency Services District No. 4