

COMAL COUNTY EMERGENCY SERVICES DISTRICT NO. 4
Minutes for Regular Meeting on Monday, August 11, 2025

A meeting of the Board of Commissioners of Comal County Emergency Services District No. 4 was held on **Monday, August 11, 2025, at 3:00 PM at Station 1, 353 Rodeo Dr, Spring Branch, TX 78070.**

In Attendance where Commissioners Clausen, Kasbaum, O'Connell, Robertson, and Hackleman, there was a quorum.

Also in attendance: Chief Southwell, Chief Torres, Div. Chief Morgan, Kay Derrich, Krystine Ramon, and David Powell.

Meeting called to order at 3:05 PM.

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.
 - No Public Comments.
2. Review and approve Minutes for the Regular Meeting for July 29, 2025.
 - Tabled
3. Review and take action on the Monthly ESD 4 Financial reports as of July 31, 2025.
 - Motion to accept Financials as attached for July 31st 2025 was made by Commissioner Hackleman, seconded by Commissioner Kasbaum. Motion approved unanimously.
4. Review and approve payment of the following District's bills and invoices.
 - Motion to approve the payment of the District's bills, as listed below, was made by Commissioner Hackleman, seconded by Commissioner Kasbaum. Approved unanimously.
 - 5398 – AGCM - \$5,237.00
 - 5399 – Bulverde Spring Branch EMS - \$12,949.91
 - 5400 – Comal Appraisal District - \$8,948.65
 - 5401 – Coveler & Peeler - \$1,830.00
 - 5402 – Field Construction Inc. - \$156,204.16
 - 5403 – Metro Fire- \$1,830.00
 - 5404 – Spring Branch Custom Metal Fabricators, LLC - \$13,118.00
 - Total of \$203,671.22
5. Review, consider, and take action on the items related to the 2025 budget, bank accounts, and TexPool accounts.
 - Motion by Commissioner Kasbaum to transfer of \$200,000.00 from TexPool Account to the Texas Regional Account and seconded by Commissioner Clausen. Approved unanimously.

6. Receive and discuss the monthly report from the BSBES Chief regarding emergency operations, response times, call volume, training, management activities and personnel.
 - Received report, Discussion, No District Action
7. Review, consider, and take action on items related to the Capital Acquisition Committee including the purchase or repair of apparatus and proposed capital items.
 - Discussion and No District Action
8. Review, and consider , and take action of any items related to startup of temporary station 60.
 - Motion to approve the estimates for Y Ramos to perform the site prep and construction of the deck for station 60 in an amount not to exceed \$49,320, was made by Commissioner Roberston, seconded by Commissioner O'Connell. Approved unanimously.
 - Motion to approve the estimates from multiple vendors to purchase the station living equipment for station 60 in an amount not to exceed \$50,000 was made by Commissioner O'Connell, seconded by Commissioner Roberston. Approved unanimously.
9. Review, considered, and take action on any items related to Stations 71, 74, and 76.
 - Discussion and No District Action
10. Review, discuss and take action on BSBES budget for operations and capital expenditures.
 - Discussion and No District Action
11. Propose the District 2026 Budget
 - Motion to propose the budget as presented was made by Commissioner Robertson, seconded by Commissioner O'Connell. Approved unanimously by roll call vote.
12. Propose the District 2025 Tax Rate
 - Motion to propose the De Minimis Rate of \$0.074709 tax rate (Scenario 3) was made by Commissioner Kasbaum, seconded by Commissioner O'Connell. Approved unanimously by roll call vote.
13. Schedule a public hearing regarding the District's 2025 tax rate and the date of the meeting to adopt.
 - Motion to propose the public hearing date of August 22nd, 2025 for 10AM at Station 1 at 353 Rodeo Drive was made by Commissioner Robertson, seconded by Commissioner O'Connell. Approved unanimously.
14. Review and take action on matters relating to an election to be held on November 4th, 2025.
 - Discussion and No District Action

15. Review and discuss agenda, time, and date for next meeting.
 - September Regular Meeting will be 10:00AM Thursday September 11th 2025 at Station 1.
16. To Meet in Closed Session pursuant to Government Code §551.071 to consult with legal counsel.
 - Entered Executive session at 4:03 pm and concluded Executive session at 4:13 pm.
17. To Meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.
 - Entered Executive session at 4:03 pm and concluded Executive session at 4:13 pm
18. To review and take action on items from Closed Session, including action on legal and real estate matters.
 - Motion to work with Attorney to draft appropriate documentation regarding a proposed real estate transaction was made by Commissioner Kasbaum, seconded by Commissioner O’Connell. Approved unanimously.
19. Meeting adjourned at 4:14 PM.

Tom Hackleman
 Secretary
 Comal County Emergency Services District No. 4

Comal County Emergency Services District No. 4 is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call 830-228-4501 for assistance and information. Hearing impaired or speech disabled persons equipped with telecommunication devices for the deaf may utilize the statewide Relay Texas Program by dialing 7-1-1 or 1-800-735-2988.

The Board may retire to Closed Session any time between the meeting’s opening and adjournment for any purpose authorized by the Texas Open Meetings Act, including but not limited to consultation with legal counsel (Section 551.071 of the Texas Government Code); personnel matters (Section 551.074) and/or discussion of real estate acquisition (Section 551.072). Action, if any, will be taken in open session.