

**COMAL COUNTY EMERGENCY SERVICES DISTRICT NO.4**

**Minutes for Regular Meeting on Wednesday, February 12, 2025**

A meeting of the Board of Commissioners of Comal County Emergency Services District No. 4 was held on **Wednesday, February 12, 2025, at 10:00 PM at Station 1, 353 Rodeo Dr, Spring Branch, TX 78070.**

Also in attendance: Chief Southwell, David Powell, and Kay Derrich

Meeting called to order at 10:04 AM.

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

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 January 16, 2025, and Special Meetings for January 30, and February 6, 2025.
  - Commissioner Kasbaum motioned to approve the minutes for the Regular Meeting for January 16, 2025, and Special Meetings for January 30, and February 6, 2025, and seconded by Commissioner O’Connell. Motion approved unanimously.
3. Review and take action on the Monthly Financial reports as of January 31, 2025.
  - Motion to accept Financials as attached for January 31<sup>st</sup> 2025 was made by Commissioner Hackleman, seconded by Commissioner Clausen. 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 bill, as listed below, was made by Commissioner O’Connell, seconded by Commissioner Clausen. Approved unanimously.

5354	Field Construction, INC.	-47,284.85
5355	Coveler & Peeler	-2,751.29
	Montemayor Britton Bender	
5356	PC	-2,750.00

5358	JHB Group, Inc.	-15,219.25
5359	John Kasbaum	-170.23
5360	AGCM	-5,237.00

5. Review, consider, and take action on the items related to the 2024 and 2025 budget, bank accounts, and TexPool accounts.

- Motion to approve a transfer in the amount of \$1,000,000 from Frost Checking to TexPool, and \$100,000 from TexPool to Texas Regional, by Commissioner Kasbaum, seconded by Commissioner O’Connell. Motion 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, No District Action

7. Receive and discuss the BSBES Strategic Plan approved by the BSBES Board on January 7, 2025.

- Received Plan, No District Action

8. To review, discuss and take action on BSBES budget for operations and capital expenditures.

- Motion to approve up to \$51,000 for capital expenditures to fund the EVT program by Commissioner Kasbaum, seconded by Commissioner O’Connell. Motion approved unanimously.

9. Review, considered, and take action on items related to the Capital Acquisition Committee including the purchase or repair or apparatus and proposed capital items.

- No Action

10. Review, considered, and take action on any items related to Stations 1, 4, and 6.

- No Action

11. Review latest update on the status of the Trucking/Ambulance Parking Structure project at Station 4, and take action as needed.

- No Action

12. Review and discuss agenda, time, and date for next meeting.

- March Regular Meeting will be March 20, 2025, 10:00AM Station 1.

13. To Meet in Closed Session pursuant to Government Code §551.071 to consult with legal counsel.

- Entered Executive session at 11:18 am and concluded Executive session at 11:51 am.

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

- Entered Executive session at 11:18am and concluded Executive session at 11:51 am.

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

- Motion to Engage Greg Thrower for Real Estate Matters was made by Commissioner Clausen, seconded by Commissioner Kasbaum. Motion approved unanimously.

16. Meeting adjourned at 11:53 AM.

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.

**Comal County Emergency Service District 4  
Budget vs. Actuals: ESD4 5 Budget - FY25 P&L**

As of February 28, 2025

UNAUDITED

	Total			
	Actual	Budget	over Budget	% of Budget
<b>Income</b>				
1000 Property Tax, Comal County Tax Assessor	2,535,611	2,504,000	31,611	101.26%
1100 Sales Tax, Comptroller	755,772	480,000	275,772	157.45%
1200 Interest Income	42,553	16,667	25,886	255.31%
1500 Lease income	11,168		11,168	
<b>Total Income</b>	<b>\$ 3,345,104</b>	<b>\$ 3,000,667</b>	<b>\$ 344,437</b>	<b>111.48%</b>
<b>Gross Profit</b>	<b>\$ 3,345,104</b>	<b>\$ 3,000,667</b>	<b>\$ 344,437</b>	<b>111.48%</b>
<b>Expenses</b>				
100 BSBES CONTRACT EXPENSES	761,199	761,199	0	100.00%
200 OPERATIONS		18,000	(18,000)	0.00%
300 Administrative & General	17,084	15,992	1,092	106.83%
Contingency/Uncategorized Expense		33,333	(33,333)	0.00%
Debt service payments			0	
<b>Total Expenses</b>	<b>\$ 778,283</b>	<b>\$ 828,524</b>	<b>\$ (50,241)</b>	<b>93.94%</b>
<b>Net Operating Income</b>	<b>\$ 2,566,821</b>	<b>\$ 2,172,143</b>	<b>\$ 394,678</b>	<b>118.17%</b>
<b>Other Expenses</b>				
Capital Equipment Purchased (>\$2,000)	34,817	15,338	19,479	227.00%
Real estate purchased		125,000	(125,000)	0.00%
Station Expenditures	47,285	183,333	(136,048)	25.79%
<b>Total Other Expenses</b>	<b>\$ 82,102</b>	<b>\$ 323,671</b>	<b>\$ (241,569)</b>	<b>25.37%</b>
<b>Net Other Income</b>	<b>\$ (82,102)</b>	<b>\$ (323,671)</b>	<b>\$ 241,569</b>	<b>25.37%</b>
<b>Net Income</b>	<b>\$ 2,484,719</b>	<b>\$ 1,848,472</b>	<b>\$ 636,247</b>	<b>134.42%</b>

**Comal County Emergency Service District 4  
Budget vs. Actuals: ESD4 2025 Budget - FY25 P&L**

YTD as of February 2025

UNAUDITED

	Total			
	Actual	Annual Budget	over Budget	% of Budget
<b>Income</b>				
1000 Property Tax, Comal County Tax Assessor	2,535,611	3,288,000	(752,389)	77.12%
1100 Sales Tax, Comptroller	755,772	2,880,000	(2,124,228)	26.24%
1200 Interest Income	42,553	100,000	(57,447)	42.55%
Uncategorized Income	11,168		11,168	
<b>Total Income</b>	<b>\$ 3,345,104</b>	<b>\$ 6,268,000</b>	<b>\$ (2,922,896)</b>	<b>53.37%</b>
<b>Gross Profit</b>	<b>\$ 3,345,104</b>	<b>\$ 6,268,000</b>	<b>\$ (2,922,896)</b>	<b>53.37%</b>
<b>Expenses</b>				
100 BSBES CONTRACT EXPENSES	761,199	4,567,192	(3,805,993)	16.67%
200 OPERATIONS		108,000	(108,000)	0.00%
300 Administrative & General	17,084	83,000	(65,916)	20.58%
Contingency/Uncategorized Expense		100,000	(100,000)	0.00%
Debt service payments		220,006	(220,006)	0.00%
<b>Total Expenses</b>	<b>\$ 778,283</b>	<b>\$ 5,078,198</b>	<b>\$ (4,299,915)</b>	<b>15.33%</b>
<b>Net Operating Income</b>	<b>\$ 2,566,821</b>	<b>\$ 1,189,802</b>	<b>\$ 1,377,019</b>	<b>215.74%</b>
<b>Other Expenses</b>				
Capital Equipment Purchased (>\$2,000)	34,817	192,026	(157,209)	18.13%
Real estate purchased		750,000	(750,000)	0.00%
Station Expenditures	47,285	1,100,000	(1,052,715)	4.30%
<b>Total Other Expenses</b>	<b>\$ 82,102</b>	<b>\$ 2,042,026</b>	<b>\$ (1,959,924)</b>	<b>4.02%</b>
<b>Net Other Income</b>	<b>\$ (82,102)</b>	<b>\$ (2,042,026)</b>	<b>\$ 1,959,924</b>	<b>4.02%</b>
<b>Net Income</b>	<b>\$ 2,484,719</b>	<b>\$ (852,224)</b>	<b>\$ 3,336,943</b>	<b>-291.56%</b>

**Comal County Emergency Service District 4  
Budget vs. Actuals: ESD4 5 Budget - FY25 P&L**

February 28, 2025

UNAUDITED

	Total
<b>OPERATING ACTIVITIES</b>	
Net Income	2,484,720
Adjustments to reconcile Net Income to Net Cash provided by operations:	
Due From County - Cash with Fiscal Agent	
Property Tax Receivable, Current	
Sales Tax Receivable	
Prepaid Expense (Safe-D)	975
Accounts Payable	12,161
Deferred Inflows - Property Taxes	
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	\$ 13,136
Net cash provided by operating activities	\$ 2,497,856
Net cash increase for period	\$ 2,497,856
Cash at beginning of period	5,510,654
Cash at end of period	\$ 8,008,510