

Comal County Emergency Services District No. 1
Regular Meeting Minutes
October 21st, 2025

NOTICE is hereby given that a Regular Meeting of the Board of Commissioners of Comal County Emergency Services District No. 1 will be held Tuesday, October 21st, 2025, beginning at 4:00 p.m., at the Bulverde Spring Branch Fire & EMS Station 1, Conference Room, 353 Rodeo Drive, Spring Branch TX, 78070.

Attendees:

President - Josh Dean – Absent initially but arrived at 4:15 PM
Vice President – James Sellers – Present
Treasurer - Henry Delgado – Present
Assistant Treasurer - Daryl Grieger – Present
Secretary – Sonny Loudon – Present
Attorney John Peeler – Present via phone conf.
Kay Derrich – Comptroller – Present
Chief Southwell – Present
Assist Chief Daniel Torres - Present
Captain David Powell – Absent
Chief Todd Morgan – Present
General Manager - James Shadle - Present
Establish Quorum – a quorum is present
Public Attendees – None

DISCUSSION / ACTION ITEMS

1. Approve August 21st and September 9th, 2025, Meeting minutes. – All Commissioners
 - > Motion to accept minutes from last meeting: A. Loudon
 - > Seconded by: D. Grieger
 - > Motion carried unanimously
 - > Minutes signed and given to K. Derrich for filing and posting

2. Review and discuss the Chief's monthly report. – Monthly report provided by Chief Southwell.
 - > No action taken
 - > The temp station #60 on 306 is operable as of Oct 1 and the fractile has gone up above 90% for Oct MTD.

3. Discuss and update on renters, leases for Station 5 property, including any necessary action on the same. -Chief Southwell, Kay Derrich
 - > Discussed roof repair on rental house that needs a new roof at 27680 TX 46. Motion to approve roof repair to not exceed 20,000 by J. Sellers.
 - > Seconded by D. Grieger.
 - > All were in favor except A. Loudon that voted nay. Current bid is 15,000 and will get 2 more bids.
 - > Other rental roofs may also be nearing end of life, this will be checked.

4. Discuss and update on the proposed purchase of properties, including any necessary action on the same. - John Peeler, Chief Southwell, Kay Derrich
 - > Motion to approve the commercial real estate contract for 4.5 acres in Mystic Shores on Hwy 306 for \$160,000 from the Spring Branch VFD by J. Sellers and approve J. Sellers representing ESD1 at closing and to include a 10,000.00 earnest fee paid by ESD1 to Independence Title.
 - > Seconded by A. Loudon and passed unanimously

5. Introduction and meeting with James Shadle, General Manager of Bulverde Spring Branch Emergency Services. Chief Southwell, James Shadel
> No action taken

6. Discuss and review the list of fully depreciated assets of Comal County ESD1 and disposal process. - Kay Derrich
> Motion to write off the assest list presented by Kay Derrich and included as Attachment 1 by A. Loudon.
> Seconded by J. Sellers. Passed unanimously.

7. Consider and approve bills/invoices to be paid. Kay Derrich
 - A) Check # 496 to Andrews Myers for 1,123.99 (property attorney fees)
 - B) Check # 497 to Coveler & Peeler for 1,001.25 (board attorney fees)
 - C) Check # 498 to Metro Fire for 94,223.34 for new rescue trailer
 - D) Check # 499 to Smithson Valley Services for 8,750.00 for new rental house AC system
 - E) Check # 500 to Zoll Medical Corp for 21,212.31 for Ventilator and service plan
 - F) Check #501 to BSBES for 4,954.19 for CAD software/hardware and communication remounts
 - G) Check #502 to Medic Built LLC for 298,784.09 for both remounts (budgeted item)
 - H) Check #503 to SAFE-D for 2,500.00 for SAFE-D dues
 > Motion to approve all bills as listed by A. Loudon.
> Seconded by D. Grieger. Passed unanimously.

8. Review, consider, and accept monthly financial reports- Kay Derrich, Chief Southwell.
> No action taken.

9. Review and discuss updates on Capital Items and approve purchases, orders, repairs, and upgrades. Discuss quotes for Stations and Vehicles. - Chief Southwell
> No items to discuss

10. Review and act to set the date and time for the district's regular meeting for November. – All Commissioners
> Date set as Nov 18th at 4 PM at Station 1.

11. Commissioners' request for items or follow-up for the next board meeting - All Commissioners
> No items requested

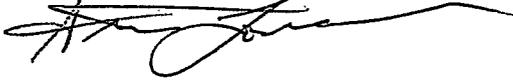
12. Executive Session regarding personnel, legal, and real estate matters. – All Commissioners
 - > Executive Session started at: 5:00
 - > Executive Session ended at: 5:32
 - > Action taken after executive session:
 - > See motion to approve a commercial real estate contract under agenda item 4.

13. Adjourn. – All Commissioners
> Motion to adjourn by J. Sellers. Meeting adjourned at: 5:35PM

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.

Arthur (Sonny) Loudon - Secretary Comal ESD-1





**Comal County ESD #1
Capital Assets Rollforward 2024**

		Date	COST			ACCUMULATED DEPRECIATION			MBBC	
			Acq	1/1/2024	ADD	DELETIONS	12/31/2024	LIFE	1/1/2024	2024 DEP
Disposal	1700	2010 Chevy Tahoe (IT Support Vehicle)	2/1/2010	34,000.00			34,000.00	10	34,000.00	
Write-Off		Software								
		Cisco Telephone System	1/20/2011	16,758.00	-	-	16,758.00	10	16,758.00	
		Computer Routing System	12/26/2012	30,560.00	-	-	30,560.00	10	30,560.00	
		Cisco Telephone System	1/20/2012	16,758.00	-	-	16,758.00	10	16,758.00	

