

**Comal County Emergency Services District No. 1**  
**Regular Meeting Minutes**  
**November 18<sup>th</sup>, 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 on Tuesday, November 18<sup>th</sup>, 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.

**DISCUSSION / ACTION ITEMS**

**Attendees:**

President - Josh Dean - Present  
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 – Present  
Chief Todd Morgan – Present  
General Manager - James Shadle - Present  
Establish Quorum – a quorum is present  
Public Attendees – none

Meeting called to order at 4:00

1. Approve October 21<sup>st</sup>, 2025, Meeting minutes. – All Commissioners
  - > Motion to accept minutes from last meeting by A. Loudon
  - > Seconded by: James Sellers
  - > 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
3. Discuss and update on renters, leases for Station 5 property, including any necessary action on the same. -Chief Southwell, Kay Derrich, James Shadle
  - > There were no objections to a firefighter renting a vacant house – rent will stay the same.
  - > Need to get a tarp on the leaking roof and accept the low bid which was approved last month
4. Discuss and update on the proposed purchase of properties, including any necessary action on the same. - John Peeler, Chief Southwell, Kay Derrich, James Shadle
  - > No action taken – will also be discussed during executive session
5. Confirm we have provided or will provide the District’s attorney with the signed Annual Investment Policy signed on March 13<sup>th</sup> - Kay Derrich, James Shadle
  - > This was confirmed and S. Loudon signed the document and gave to K. Derrich
6. Consider and approve bills/invoices to be paid. Kay Derrich, James Shadle
  - A) Check # 0505 to Aerowave for roof mount antenna for remount – 359.03
  - B) Check # 0506 to Andrews Meyers for real estate attorney – 1,545.00
  - C) Check # 0507 to BSBES for our portion of audit bills – 2,425.00
  - D) Check # 0508 to BSBES for our 6 motorola radios – 33,071.96
  - E) Check # 0509 to Coveler & Peeler for attorney fees for Oct – 1,362.50
  - F) Check # 0510 to The Knox Company for medvaults for remounts – 5,622.00

- G) Check # 0511 to Tripps Electric for bay lighting upgrades at Sta 73 – 15,431.73  
H) Check # 0512 to BSBES for down pmt at Bluebonnet Ford for the EVT truck – 5,000.00  
> Motion to approve by A. Loudon  
> Seconded by H. Delgado  
> Passed Unanimously
7. Review, consider, and accept monthly financial reports- Kay Derrich, James Shadle.  
> No extraordinary items  
> No action taken
  8. Review and discuss updates on Capital Items and approve purchases, orders, repairs, and upgrades. Discuss quotes for Stations and Vehicles. - Chief Southwell, James Shadle  
> No action taken
  9. Review and act to set the date and time for the district’s regular meeting for December. – All Commissioners  
> Date set as Dec 16<sup>th</sup> at 0400 at Station 1
  10. Commissioners’ request for items or follow-up for the next board meeting - All Commissioners  
> J. Sellers would like to discuss taking the Joint Services Provider role on as ESD1
  11. Executive Session regarding personnel, legal, and real estate matters. – All Commissioners  
> Started at: 4:40 pm  
> Ended at: 4:47 pm
  12. Adjourn. – All Commissioners 4:47 pm

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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Arthur (Sonny) Loudon – Secretary Comal ESD-1