

COMAL COUNTY EMERGENCY SERVICES DISTRICT NO. 4

Minutes for Regular Meeting on Thursday, October 9, 2025

A meeting of the Board of Commissioners of Comal County Emergency Services District No. 4 was held on **Monday, October 9, 2025, at 10:00 AM at Station 1, 353 Rodeo Dr, Spring Branch, TX 78070.**

In Attendance where Commissioners Clausen, Kasbaum, O'Connell, Robertson (arrived at 10:02), and Hackleman, there was a quorum.

Also in attendance: Chief Southwell, Chief Torres, Chief Dixon, James Shadle - GM, Kay Derrich, Krystine Ramon, and no guests.

Meeting called to order at 10:00 PM.

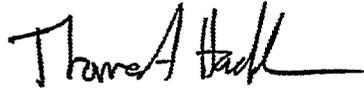
1. Public Comment: Individual members of the public may address the Board for a maximum of three minutes on items either on or not on the current agenda, but collectively no more than thirty minutes per item.
 - Introduce the new General Manager James Shadle.
2. Review and approve Minutes for the Regular Meeting for September 11, 2025.
 - Commissioner Hackleman motioned to approve the minutes for the September 11, 2025, Regular Meeting, and seconded by Commissioner O'Connell. Motion approved unanimously.
3. Review and take action on the Monthly ESD 4 Financial reports as of September 30, 2025.
 - Motion to accept Financials as attached for September 30th 2025 was made by Commissioner Kasbaum, seconded by Commissioner Robertson. 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 Kasbaum, seconded by Commissioner O'Connell. Approved unanimously.
 - 5419 – ACGM - \$5,237.00
 - 5420 – Arias and Associates - \$5,214.00
 - 5421 – Coveler & Peeler – \$2,206.25
 - 5422 – Field Construction Inc. - \$230,740.40
 - 5423 – HEAT Safety Equipment - \$46,342.75
 - 5424 – Metro Fire - \$9,685.00
 - 5425 – Safe-D - \$2,500.00
 - 5426 – Tripps Electric - \$17,121.17
 - 5427 – Westnet, LLC - \$41,609.32
 - 5428 – Working Fire Furniture & Mattress - \$5,126.47
 - 5429 – Paratech, Inc. (Metro Fire) - \$94,223.33

Total of \$460,005.69

5. Review, consider, and take action on the items related to the 2025 budget, bank accounts, and TexPool accounts.
 - Motion to approve the transfer of \$400,000 from TexPool Account to the Texas Regional Bank Account was made by Commissioner Kasbaum, 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 on Engine 74 is being serviced and rebuilt, No District Action
8. Review, consider, and take action on any items related to startup of temporary station 60.
 - Discussion regarding ISO improvements in area of Station 60 and No District Action
9. Review, considered, and take action on any items related to Stations 71, 74, and 76.
 - No District Action
10. Review, discuss, and take action on BSBES budget for operations and capital expenditures.
 - Discussion and No District Action
11. Review and discuss agenda, time, and date for next meeting.
 - Regular Meeting will be Thursday November 13, 2025, 11:00am Station 1.
12. To Meet in Closed Session pursuant to Government Code §551.071 to consult with legal counsel.
 - Entered Executive session at 11:11 am and concluded Executive session at 11:35 am.
 - Discussion regarding certified agendas
13. To Meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.
 - Entered Executive session at 11:11 am and concluded Executive session at 11:35 am.
14. To review and take action on items from Closed Session, including action on legal and real estate matters.

- No Action

15. Meeting adjourned at 11:36 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

ESD4 Statement of Financial Position

As of October 31, 2025

UNAUDITED

	Total
ASSETS	
Current Assets	
Bank Accounts	
Frost Bank	659,678
Texas Regional Bank	-24,666
TexPool	5,306,955
Total Bank Accounts	\$ 5,941,967
Total Taxes Receivable	\$ 3,313,716
Total Other current assets	\$ -
Total Current Assets	\$ 9,255,683
Fixed Assets	
Buildings & improvements Net	\$ 4,596,746
Construction In Progress	20,948
Equipment, Other (\$5,000+) Net	532,433
Land Asset	766,650
Rolling Apparatus Net	2,681,459
Total Fixed Assets	8,598,235
TOTAL ASSETS	\$ 17,853,919
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	4,623
Deferred Inflows - Property Taxes	2,664,249
Total Current Liabilities	2,668,872
Long-Term Liabilities	
Notes Payable - Station 4	579,230
Total Long-Term Liabilities	579,230
Total Liabilities	3,248,102
Equity	
Committed & Assigned Fund Totals	-600,000
Committed Fund, Building	300,000
Committed Fund, Equipment (new)	300,000
Net Position	12,644,155
Net Position, Opening balance	1,529,466
Net Income	432,196
Total Equity	14,605,817
TOTAL LIABILITIES AND EQUITY	17,853,919

Comal County Emergency Service District 4

Budget vs. Actuals: ESD4 2025 Budget - FY25 P&L

As of October 31, 2025

UNAUDITED

	Total			
	Actual	Budget	over Budget	% of Budget
Income				
1000 Property Tax, Comal County Tax Assessor	3,178,283	2,842,000	336,283	111.83%
1100 Sales Tax, Comptroller	2,718,344	2,400,000	318,344	113.26%
1200 Interest Income	232,999	83,333	149,665	279.60%
1500 Lease income	11,168		11,168	
Total Income	\$ 6,140,793	\$ 5,325,333	\$ 815,460	115.31%
Gross Profit	\$ 6,140,793	\$ 5,325,333	\$ 815,460	115.31%
Expenses				
100 BSBES CONTRACT EXPENSES	3,805,993	3,805,993	(0)	100.00%
200 OPERATIONS		90,000	(90,000)	0.00%
300 Administrative & General	64,460	66,758	(2,299)	96.56%
Contingency/Uncategorized Expense		166,667	(166,667)	0.00%
Debt service payments	220,006	220,006	0	100.00%
Total Expenses	\$ 4,090,459	\$ 4,349,424	\$ (258,966)	94.05%
Net Operating Income	\$ 2,050,334	\$ 975,909	\$ 1,074,425	210.09%
Other Expenses				
Capital Equipment Purchased (>\$2,000)	232,852	76,688	156,164	303.63%
Real estate purchased		625,000	(625,000)	0.00%
Station 1 Capital	62,896			
Station 4 Capital	1,027,151	916,667	110,485	
Station 60 Capital	295,239		295,239	
Total Other Expenses	\$ 1,618,139	\$ 1,618,355	\$ (216)	99.99%
Net Other Income	\$ (1,618,139)	\$ (1,618,355)	\$ 216	99.99%
Net Income	\$ 432,196	\$ (642,446)	\$ 1,074,642	-67.27%

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

YTD October 31, 2025 Actuals

UNAUDITED

	Total			
	Actual	Annual Budget	over Budget	% of Budget
Income				
1000 Property Tax, Comal County Tax Assessor	3,178,283	3,288,000	(109,717)	96.66%
1100 Sales Tax, Comptroller	2,718,344	2,880,000	(161,656)	94.39%
1200 Interest Income	232,999	100,000	132,999	233.00%
Uncategorized Income	11,168		11,168	
Total Income	\$ 6,140,793	\$ 6,268,000	\$ (127,207)	97.97%
Gross Profit	\$ 6,140,793	\$ 6,268,000	\$ (127,207)	97.97%
Expenses				
100 BSBES CONTRACT EXPENSES	3,805,993	4,567,192	(761,199)	83.33%
200 OPERATIONS		108,000	(108,000)	0.00%
300 Administrative & General	64,460	83,000	(18,540)	77.66%
Contingency/Uncategorized Expense		100,000	(100,000)	0.00%
Debt service payments	220,006	220,006	0	100.00%
Total Expenses	\$ 4,090,459	\$ 5,078,198	\$ (987,739)	80.55%
Net Operating Income	\$ 2,050,334	\$ 1,189,802	\$ 860,532	172.33%
Other Expenses				
Capital Equipment Purchased (>\$2,000)	232,852	192,026	40,826	121.26%
Real estate purchased		750,000	(750,000)	0.00%
Station 1 Expenditures	62,896		62,896	
Station 4 Expenditures	1,027,151	1,100,000	(72,849)	
Station 60 Expenditures	295,239		295,239	
Total Other Expenses	\$ 1,618,139	\$ 2,042,026	\$ (423,887)	79.24%
Net Other Income	\$ (1,618,139)	\$ (2,042,026)	\$ 423,887	79.24%
Net Income	\$ 432,196	\$ (852,224)	\$ 1,284,420	-50.71%

Comal County Emergency Service District 4

Statement of Cash Flows

January 01 - October 31, 2025

UNAUDITED

		Total
OPERATING ACTIVITIES		
Net Income		432,196
Adjustments to reconcile Net Income to Net Cash provided by operations:		
Prepaid Expenses		975
Accounts Payable		-1,858
Total Adjustments to reconcile Net Income to Net Cash provided by operations:		
	-\$	883
Net cash provided by operating activities	\$	431,313
INVESTING ACTIVITIES		
Buildings & improvements:Station 1		0
Net cash provided by investing activities	\$	0
FINANCING ACTIVITIES		
Notes Payable - Station 4		0
Net cash provided by financing activities	\$	0
Net cash increase for period	\$	431,313
Cash at beginning of period		5,510,654
Cash at end of period	\$	5,941,967

Comal County Emergency Service District 4 Transaction Report

As of October 31, 2025 AGCM and Field

Date	Transaction Type	Num	Name	Memo/Description	Amount	AGCM	Field	Arias & Assoc
Station Expenditures								
2024								
1/1/2025	Bill	12119	Agcm, Inc.	Monthly payment for St. 4 Apparatus Bay Addition	(5,237)	(20,948)	(4,390)	
1/17/2025	Bill	3000	Field Construction, INC.	Architectural Design and Engineering Draw	(47,285)	(5,237)	(47,285)	
2/1/2025	Bill	12206	Agcm, Inc.	Monthly payment for St. 4 Apparatus Bay Addition	(5,237)	(5,237)		
3/1/2025	Bill	12206	Agcm, Inc.	Monthly payment for St. 4 Apparatus Bay Addition	(5,237)	(5,237)		
3/28/2025	Bill	3043	Field Construction, INC.	Construction Draw 1 - Performance Bond	(28,177)		(28,177)	
3/28/2025	Bill	3043	Field Construction, INC.	Construction Draw 2 - Architectural Design and Engineering	(31,245)		(31,245)	
4/1/2025	Bill	12206	Agcm, Inc.	Monthly payment for St. 4 Apparatus Bay Addition Job Setup Fee, Material Sample Pickup, Trip Charge and Report	(5,237)	(5,237)		(600)
6/30/2025	Bill	2025756	Arias & Associates, Inc.	Moisture Density, Sieve Analysis, Atterberg Limits	(1,823)			(1,823)
05/01/2025	Bill	2025785	Agcm, Inc.	Monthly payment for St. 4 Apparatus Bay Addition	(5,237)	(5,237)		
5/6/2025	Bill	4324	Meyer Inspection Services, Inc.	TDLR Plan Review and Inspection	(600)			
05/06/2025	Bill	3072	Field Construction, INC.	Architectural Design and Engineering Draw 3	(15,736)		(15,736)	
05/06/2025	Bill	3073	Field Construction, INC.	Construction Draw 2	(89,007)		(89,007)	
5/31/2025	Bill	20251067	Arias & Associates, Inc.	Reinforcing Steel Observation	(653)			(653)
6/1/2025	Bill	12514	Agcm, Inc.	Monthly payment for St. 4 Apparatus Bay Addition	(5,237)	(5,237)		
6/5/2025	Bill	3090	Field Construction, INC.	Construction Draw 3	(66,566)		(66,566)	
6/15/2025	Bill	20251152	Arias & Associates, Inc.	Reinforcing Steel Observation	(2,379)			(2,379)
6/30/2025		20251279	Arias & Associates, Inc.	Soils Observation Tech, Nuclear Guage, Trip Charge	(577)			(577)
07/01/2025	Bill	12620	Agcm, Inc.	Monthly payment for St. 4 Apparatus Bay Addition Programming/Procurement/Construction	(5,237)	(5,237)		

07/01/2025	Bill	3109	Field Construction, INC.	Construction Draw 4	(159,556)	(159,556)	
7/15/2026	Bill	20251325	Arias & Associates, Inc.	Reinforcing Steel Observation, Concrete Compression Tests	(2,064)	(2,064)	
07/31/2025	Bill	3129	Field Construction, INC.	Construction Draw 5	(156,204)	(156,204)	
7/31/2025	Bill	20251509	Arias & Associates, Inc.	Cancellation fee, Certified Welding Inspector, Trip Charge, Mgr and Clerical Time	(1,144)	(1,144)	
8/1/2025	Bill	12620	Agcm, Inc.	Monthly payment for St. 4 Apparatus Bay Addition Programming/Procurement/Construction	(5,237)	(5,237)	
9/1/2025	Bill	12786	Agcm, Inc.	Monthly payment for St. 4 Apparatus Bay Addition Programming/Procurement/Construction	(5,237)	(5,237)	
9/1/2025	Bill	3156	Field Construction, INC.	Construction Draw 6	(90,933)	(90,933)	
9/1/2025	Bill	20251758	Arias & Associates, Inc.	(2) Reinforcing Steel Observations and Assorted Other Charges	(3,150)	(3,150)	
10/1/2025	Bill	12850	Agcm, Inc.	Monthly payment for St. 4 Apparatus Bay Addition Programming/Procurement/Construction	(5,237)	(5,237)	
10/2/2025	Bill	3172	Field Construction, INC.	Construction Draw 7	(230,740)	(230,740)	
Total for Station Expenditures					(980,809)	(73,318)	(919,839)
							(12,390)

Comal County Emergency Service District 4
Transaction Report
As of October 31, 2025

Date	Transaction Type	Num	Name	Memo/Description	Amount
Capital Equipment Purchased (>\$2,000)					
07/30/2025	Bill	INV25151	Metro Fire *	(3) Sets of Bunker Gear split with ESD5	(5,384)
08/08/2025	Bill	INV25376	Metro Fire *	(6) Sets of Bunker Gear	(23,200)
Total for Capital Equipment Purchased (>\$2,000)					\$ (28,584)
Equipment					
01/31/2025	Bill	3281	JHB Group, Inc.	Augmented Reality Fire Extinguisher Training System as per Estimate FIAR-BSBFE.2	(15,219)
03/07/2025	Deposit			Indian Hills Donation to cover Fire Extinguisher Training	11,329
04/30/2025	Bill	31473	Reeder Distributors	(2) Column Lifts, Medium Size Support Stands and accessories and labor installing the lifts	(36,095)
Total for Equipment					\$ (39,985)
Vehicles, rolling apparatus and associated equipment					
02/18/2025	Bill	3593	FarrWest Environmental Supply, Inc.	Emergency Lighting for F-150 as per half of estimate 2658 Edited 10.10.2024 to add 2 additional lights on each side of truck as per estimate 2866	(9,124)
03/20/2025	Bill	396652	Bluebonnet Ford	Red Van for Operations - 1FTBW9C88RKB55006	(52,861)
04/18/2025	Bill	38102	Alamo Truck Gear	Custom Bedliner to spray floor of the Logistics Van	(1,650)
04/23/2025	Bill		Upfit Supply	Legend Liner Package for Logistics/Quarter Master Van as per Quote/Order Number 85418	(6,535)
05/22/2025	Deposit		Bluebonnet Ford	Refund Overpayment	109
10/1/2025	Bill	INV109533	Metro Fire *	Paratech Rescue Trailer & Equipment	(94,223)
Total for Vehicles, rolling apparatus and associated equipment					\$ (164,284)
TOTAL					\$ (232,852)

Station 60 capital						
06/30/2025	Bill		Clayton Homes	Down Payment for mobile home for new temporary station 60	Station 60 capital	(35,000)
08/12/2025	Bill	8651	Y Ramos Construction Inc	18' by 26' Covered Deck as per estimate 8651	Station 60 capital	(21,000)
08/12/2025	Bill	8639	Y Ramos Construction Inc	Station 60 Site Work (base material, Aluminum URD, Septic, Sewer Drops, Water Line, Hardie Skirting, Decks, Groundwork) as per estimate 8639	Station 60 capital	(28,320)
08/13/2025	Bill		Clayton Homes	Balance for Mobile Home for Station 60	Station 60 capital	(137,452)
09/01/2025	Bill	29402	Westnet, LLC	Westnet Milestone 1 - 30%	Station 60 capital	(13,870)
09/11/2025	Bill	95487	Louis Ruiz	Tint all Windows at Station 60	Station 60 capital	(2,200)
09/11/2025	Bill	October 2025	Cypress Cove Water Supply Corporation	Monthly Rent for Station 60	Station 60 capital	(2,200)
09/11/2025	Bill	Oct-Dec 2025	Cypress Cove Water Supply Corporation	October 2025 Rent	Station 60 capital	(2,200)
09/11/2025	Bill	Oct-Dec 2025	Cypress Cove Water Supply Corporation	Rent for Station 60 October-December 2025	Station 60 capital	(6,600)
09/12/2025	Deposit			Refund from Clayton Homes	Station 60 capital	155
09/23/2025	Bill	INV27082	Metro Fire *	(5) Mobile Ready Racks, (15) Shelves and (5) Gear Guard Covers as per quote 108121 dated 06.25.2025	Station 60 capital	(9,685)
09/30/2025	Bill	29530	Westnet, LLC	Westnet Milestone 2 & 3 - 60%	Station 60 capital	(27,740)
09/30/2025	Bill	9127	Working Fire Furniture & Mattress Co	(5) Big & Tall Recliners as per Quote 15534	Station 60 capital	(5,126)
10/2/2025	Bill	17802	Tripps Electric	Adding Shore drops and overhead lights to bay at Station 60	Station 60 capital	(1,578)
10/13/2025	Bill	29557	Westnet, LLC	Westnet Milestone 4 - 10%	Station 60 capital	(4,623)