

Comal County Emergency Services District No. 1

Regular Meeting Agenda

January 20th, 2026

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, January 20th, 2026, beginning at 4:00 p.m., at the Bulverde Spring Branch Fire & EMS Station 1, Conference Room, 353 Rodeo Drive, Spring Branch, TX, 78070, for the following purposes:

Pursuant to the requirements of the Texas Open Meetings Act (Chapter 551 of the Texas Government Code) and specifically §551.127 of the Texas Government Code, allows for the participation of District Commissioners via videoconference. A quorum will be present at the meeting location indicated above, as well as the presiding officer. Any Commissioner attending via videoconference will be visible to all persons in attendance at the meeting location.

DISCUSSION / ACTION ITEMS

Call the meeting to order, establish a Quorum. Public Comments: Members of the public may collectively address the Board for a total of thirty minutes on items not on the current agenda (i.e., the public comment section of the meeting). Individual members of the public may address the Board for a maximum of three minutes on items not on the current agenda (i.e., the public comment section of the meeting). Individual members of the public may address the Board for a maximum of three minutes per person per agenda item. Individuals may address the Board once per item. Members of the public may collectively address the Board for a total of thirty minutes per item on the agenda. Members of the public will speak on an agenda item after comments on the item are called for by the presiding officer, but before Board discussion and consideration of the item. Speakers will be called upon in the order in which they signed up to speak on an item. If more than ten speakers sign up to speak on an agenda item or as part of public comment on items not on the agenda, each speaker's allotted time will be proportionally reduced to allow all speakers an opportunity to speak within the 30-minute time limit.

1. Approve December 16th, 2025, Meeting minutes. – All Commissioners
2. Vote in 2026 ESD1 Board and Bulverde Spring Branch Emergency Services positions- positions for 2026 – All Commissioners
3. Review and discuss the Chief's monthly report. – Monthly report provided by Chief Southwell.
4. Review and Discuss Bulverde Spring Branch Emergency Services General Manager 90 Day Roll Up- James Shadle
5. Discuss and update on renters, leases for Station 5 property, including any necessary action on the same. -Chief Southwell, Kay Derrick, James Shadle
6. Discuss and update on the proposed purchase of properties, including any necessary action on the same. - John Peeler, Chief Southwell, Kay Derrick, James Shadle
7. Consider and approve bills/invoices to be paid. Kay Derrick, James Shadle
8. Discuss and sign the Engagement Letter for 2025 from Montemayor Britton Bender Carey PC for audit services.
9. Review, consider, and accept monthly financial reports- Kay Derrick, James Shadle.

10. Review and discuss updates on Capital Items and approve purchases, orders, repairs, and upgrades. Discuss quotes for Stations and Vehicles. - Chief Southwell, James Shadle
11. Review and act to set the date and time for the district's regular meeting for February 2026. – All Commissioners
12. Commissioners' request for items or follow-up for the next board meeting - All Commissioners
13. Executive Session regarding personnel, legal, and real estate matters. – All Commissioners
14. Adjourn. – All Commissioners

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.

Josh Dean – President

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