

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

**Minutes for Regular Meeting on Tuesday, December 9, 2025**

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

In Attendance where Commissioners Clausen, Kasbaum and Robertson, there was a quorum. Commissioners Hackleman and O'Connell were absent.

Also in attendance: Chief Southwell, Chief Torres (via phone), Chief Morgan, James Shadle - GM, Jennie Reeves and Krystine Ramon, and there were no guests.

Meeting called to order at 1:01 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.
  - No Public Comment.
2. Review and approve Minutes for the Regular Meetings for October 9, 2025, and November 13, 2025.
  - Motion to approve minutes for the Regular Meetings held on October 9 and November 13, 2025, was made by Commissioner Kasbaum seconded by Commissioner Robertson. Motion approved unanimously.
3. Review and take action on the Monthly ESD 4 Financial reports as of November 30, 2025.
  - Motion to accept Financials as attached for November 30, 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 Clausen, seconded by Commissioner Robertson. Approved unanimously.
    - 5436 – ACGM - \$5,237.00
    - 5437 – Bulverde Spring Branch EMS - \$48,092.47
    - 5438 – CNA Surety – \$500.00
    - 5439 – Comal Appraisal District
    - 5440 – Coveler and Peeler - \$2,287.50
    - 5441 – Cypress Cove WSC - \$6,000.00
    - 5442 – Motorola - \$9,788.96
    - Total of \$82,918.49
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 \$100,000 from TexPool Account to the Texas Regional Bank Account was made by Commissioner Kasbaum, seconded by Commissioner Robertson. Approved unanimously.
6. Receive and discuss the monthly report from BSBES management.
    - a. Receive and discuss the monthly report from BSBES Chief regarding emergency operations, response times, call volume, training, management activities and personnel
      - Received report from Chief Southwell, Discussion, No District action.
    - b. Receive and discuss an overview of BSBES's Strategic Plan Working Group from BSBES General Manager.
      - Received report from James Shadle, Discussion, No District action.
    - c. Discuss and take action to approve an ESD 4 Commissioner as Advisory Member to BSBES's Strategic Plan Working Group.
      - Discussion and appointment of Commissioner Robertson as the District's Advisory Member to the BSBES Strategic Plan Working Group.
  7. Review and act to approve the certification of tax levy for the tax year 2025.
    - Item 7 tabled until the next meeting.
  8. Review, consider and take action on the 2025 financial audit engagement letter from Montemayor Britton Bender Carey PC.
    - Motion to approve the 2025 financial audit engagement letter from Montemayor Britton Bender Carey PC and authorize Commissioner Clausen to sign the letter for the District was made by Commissioner Clausen, seconded by Commissioner Kasbaum. Approved unanimously.
  9. 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 regarding engine 74 overhaul status to date. No District action.
  10. Review, consider, and take action on any items related to startup of temporary station 60.
    - Discussion that Station 60 startup is complete, and start-up costs totaled approximately \$352,000. No District action.
  11. Review, consider and take action on any items related to the completion of the additional bay structure at Station 74.
    - Discussion that the final inspections on the Station 74 additional bay structure were completed last week and the structure is in-service. No District action.

12. Review, considered, and take action on any items related to Stations 71, 74, and 76.
  - No items reviewed. No District action.
13. Review, discuss, and take action on BSBES budget for operations and capital expenditures.
  - Discussion and No District action.
14. Review and discuss agenda, time, and date for next meeting.
  - Regular Meeting will be Wednesday, January 7, 2026, 11:00am Station 1.
15. To Meet in Closed Session pursuant to Government Code §551.071 to consult with legal counsel.
  - No Closed Session with legal counsel.
16. To Meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.
  - Entered Closed Session at 2:15 pm and concluded Executive session at 2:45 pm.
17. To review and take action on items from Closed Session, including action on legal and real estate matters.
  - No action.
18. Meeting adjourned at 2:45 PM.

*Deena Clausen*

Deena Clausen, President  
for Tom Hackleman, Secretary

Comal County Emergency Services District No. 4

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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 December 31, 2025

UNAUDITED

		Total
<b>ASSETS</b>		
Frost Bank	\$	501,104
Texas Regional Bank		56,194
TexPool		5,106,922
<b>Total Bank Accounts</b>		<b>5,664,219</b>
<b>Total Taxes Receivable</b>		<b>3,313,716</b>
<b>Total Current Assets</b>		<b>8,977,935</b>
<b>Total Fixed Assets</b>		<b>8,604,235</b>
<b>TOTAL ASSETS</b>	<b>\$</b>	<b>17,582,171</b>
<b>LIABILITIES AND EQUITY</b>		
<b>Total Deferred Inflows</b>		2,664,249
<b>Notes Payable - Station 4</b>		579,230
<b>Total Liabilities</b>		<b>3,243,478</b>
<b>Equity</b>		
<b>Committed &amp; Assigned Fund Totals</b>		-600,000
<b>Committed Fund, Building</b>		300,000
<b>Committed Fund, Equipment (new)</b>		300,000
<b>Net Position</b>		12,644,155
<b>Net Position, Opening balance</b>		1,529,466
<b>Net Income</b>		165,571
<b>Total Equity</b>		<b>14,339,192</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$</b>	<b>17,582,671</b>

# Comal County Emergency Service District 4

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

YTD December 31, 2025

UNAUDITED

	Total			
	Actual	Annual Budget	over Budget	% of Budget
<b>Income</b>				
1000 Property Tax, Comal County Tax Assessor	3,244,482	3,288,000	(43,518)	98.68%
1100 Sales Tax, Comptroller	3,254,758	2,880,000	374,758	113.01%
1200 Interest Income	267,991	100,000	167,991	267.99%
Uncategorized Income	11,168		11,168	
<b>Total Income</b>	<b>\$ 6,778,400</b>	<b>\$ 6,268,000</b>	<b>\$ 510,400</b>	<b>108.14%</b>
<b>Gross Profit</b>	<b>\$ 6,778,400</b>	<b>\$ 6,268,000</b>	<b>\$ 510,400</b>	<b>108.14%</b>
<b>Expenses</b>				
100 BSBES CONTRACT EXPENSES	4,567,192	4,567,192	(0)	100.00%
200 OPERATIONS		108,000	(108,000)	0.00%
300 Administrative & General	81,252	83,000	(1,748)	97.89%
Contingency/Uncategorized Expense		100,000	(100,000)	0.00%
Debt service payments	220,006	220,006	0	100.00%
<b>Total Expenses</b>	<b>\$ 4,868,450</b>	<b>\$ 5,078,198</b>	<b>\$ (209,748)</b>	<b>95.87%</b>
<b>Net Operating Income</b>	<b>\$ 1,909,950</b>	<b>\$ 1,189,802</b>	<b>\$ 720,148</b>	<b>160.53%</b>
<b>Other Expenses</b>				
Capital Equipment Purchased (>\$2,000)	277,454	192,026	85,428	144.49%
Real estate purchased		750,000	(750,000)	0.00%
Station 1 Expenditures	62,896		62,896	
Station 4 Expenditures	1,072,976	1,100,000	(27,024)	
Station 60 Expenditures	331,053		331,053	
<b>Total Other Expenses</b>	<b>\$ 1,744,379</b>	<b>\$ 2,042,026</b>	<b>\$ (297,647)</b>	<b>85.42%</b>
<b>Net Other Income</b>	<b>\$ (1,744,379)</b>	<b>\$ (2,042,026)</b>	<b>\$ 297,647</b>	<b>85.42%</b>
<b>Net Income</b>	<b>\$ 165,571</b>	<b>\$ (852,224)</b>	<b>\$ 1,017,795</b>	<b>-19.43%</b>

# Comal County Emergency Service District 4

## Statement of Cash Flows

January - December 31, 2025

UNAUDITED

		Total
<b>OPERATING ACTIVITIES</b>		
Net Income		165,571
Adjustments to reconcile Net Income to Net Cash provided by operations:		
Prepaid Expenses		475
Accounts Payable		-6,481
		-
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	-\$	6,006
Net cash provided by operating activities	\$	159,565
<b>INVESTING ACTIVITIES</b>		
Deposit on Apparatus		(6,000)
Net cash provided by investing activities	\$	(6,000)
<b>FINANCING ACTIVITIES</b>		
Notes Payable - Station 4		-
Net cash provided by financing activities	\$	-
Net cash increase for period	\$	153,565
Cash at beginning of period		5,510,654
Cash at end of period	\$	5,664,219

# Comal County Emergency Service District 4 Transaction Report

As of December 31, 2025

Date	Transaction Type	Num	Name	Memo/Description	Amount	AGCM	Field	Arias & Assoc
<b>Station Expenditures</b>								
<b>2024</b>								
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.	Architectural Design and Engineering	(31,245)		(31,245)	
4/1/2025	Bill	12206	Agcm, Inc.	Monthly payment for St. 4 Apparatus Bay Addition	(5,237)	(5,237)		
4/15/2025	Bill	2025756	Arias & Associates, Inc.	Sample Pickup, Trip Charge and Report	(600)			(600)
6/30/2025	Bill	2025785	Arias & Associates, Inc.	Moisture Density, Sieve Analysis, Atterberg Limits	(1,823)			(1,823)
05/01/2025	Bill		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.	Apparatus Bay Addition Programming/Procurement/Con	(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.	Welding Inspector, Trip Charge, Mgr and Clerical Time	(1,144)	(1,144)
8/1/2025	Bill	12620	Agcm, Inc.	Apparatus Bay Addition Programming/Procurement/Con	(5,237)	(5,237)
9/1/2025	Bill	12786	Agcm, Inc.	Apparatus Bay Addition Programming/Procurement/Con	(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.	Observations and Assorted Other Charges	(3,150)	(3,150)
10/1/2025	Bill	12850	Agcm, Inc.	Apparatus Bay Addition Programming/Procurement/Con	(5,237)	(5,237)
10/2/2025	Bill	3172	Field Construction, INC.	Construction Draw 7	(230,740)	(230,740)
11/1/2025	Bill	12850	Agcm, Inc.	Apparatus Bay Addition Programming/Procurement/Con	(5,237)	(5,237)
11/4/2025	Bill	3190	Field Construction, INC.	Construction Draw 8	(30,272)	(30,272)
12/1/2025	Bill	12850	Agcm, Inc.	Apparatus Bay Addition Programming/Procurement/Con	(5,237)	(5,237)
<b>Total for Station Expenditures</b>					<b>(1,021,555)</b>	<b>(950,111)</b>
					<b>(83,792)</b>	<b>(12,390)</b>

<b>Project Totals by Vendor</b>	
Field Construction, INC.	(950,111)
Agcm, Inc.	(83,792)
Arias & Associates, Inc.	(12,390)
Ubiquity Store USA - IT/Security	(5,079)
HEAT Safety Equipment	(46,343)
Meyer Inspection Services, Inc.	(600)
<b>\$</b>	<b>(1,098,315)</b>
2024	(25,338)
2025	(1,072,977)
<b>\$</b>	<b>(1,098,315)</b>

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

Date	Transaction Type	Num	Name	Memo/Description	Amount
<b>Capital Equipment Purchased (&gt;\$2,000)</b>					
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)
11/1/2025	Bill	Radios	BSBES	5 Motorola APX8000 Radios per Budget	(29,813)
11/10/2025	Bill	8282234479	Motorola Solutions, Inc.	Motorola APX8500 Station 60	(9,789)
12/9/2025	Bill	Ford F250	BSBES	Reimburse Down Payment for Ford F250 (Training Chief 74) to be purchased in 2026	(5,000)
<b>Total for Capital Equipment Purchased (&gt;\$2,000)</b>					<b>\$ (73,185)</b>
<b>Equipment</b>					
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)
<b>Total for Equipment</b>					<b>\$ (39,985)</b>
<b>Vehicles, rolling apparatus and associated equipment</b>					
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)
<b>Total for Vehicles, rolling apparatus and associated equipment</b>					<b>\$ (164,284)</b>
<b>TOTAL</b>					<b>\$ (277,454)</b>