

**Comal County Emergency Services District No. 5
Special Board Meeting Minutes – January 16, 2026
Fire Station 3, 30475 Johnson Way, Bulverde, TX 78163**

1. Meeting called to order at 4:00 PM by Commissioner Kruciak. Commissioners Phillips, Townsend, Raichlen and Ronquillo were present, quorum established. Also present from BSBES Staff: AC Torres, DC Morgan & Jenny Reaves.
2. No Citizen Communication.
3. Newly appointed Commissioner David Ronquillo introduced and welcomed by the Board. Commissioners Raichlen and Ronquillo confirmed they had been sworn in. Affidavits of Commissioner signed and notarized. PIA Confidentiality of Personal Information forms completed.
4. Motion to elect Commissioners to offices as follows below made by Commissioner Phillips & seconded by Commissioner Raichlen. All Ayes.
 - a. Commissioner Kruciak as President
 - b. Commissioner Phillips as Vice President
 - c. Commissioner Townsend as Treasurer
 - d. Commissioner Raichlen as Assistant Treasurer
 - e. Commissioner Ronquillo as Secretary
5. Treasurer to remain investment officer, no action needed. Record Management changes to be made at the next regular meeting on 26 January 2026.
6. Motion to appoint the following Commissioners below to the Joint Services Agreement Committees made by Commissioner Townsend & seconded by Commissioner Phillips. All Ayes.
 - a. Executive – Commissioner Kruciak and Commissioner Raichlen
 - b. Finance – Commissioner Townsend and Commissioner Ronquillo
 - c. Compensation – Commissioner Townsend and Commissioner Phillips
 - d. Capital Acquisitions – Commissioner Raichlen and Commissioner Phillips
7. Motion to reappoint Regina Adams of Radcliffe Adams and Barner as District General Counsel made by Commissioner Townsend & seconded by Commissioner Phillips. All Ayes.
8. Act to update banking signature cards:
 - a. Commissioner Townsend made a motion seconded by Commissioner Raichlen to update signature cards for the District’s Texas Regional Bank Money Market, Operations Checking, and Debt Service Accounts by removing Jeremy Wyndham, leaving Deborah Kruciak, Robert Phillips, Zachary Townsend and Glenda Raichlen, and adding David Ronquillo. All Ayes.
 - b. Commissioner Townsend made a motion seconded by Commissioner Phillips to update the District’s Texas Regional Bank Wealth Management account documents by removing Jeremy Wyndham, leaving Deborah Kruciak, Robert Phillips, Zachary Townsend and Glenda Raichlen, and adding David Ronquillo, and authorizing Commissioner Townsend to take action to have documents updated. All Ayes.

- c. Commissioner Townsend made a motion seconded by Commissioner Ronquillo to update Charles Schwab investment account documents by removing Jeremy Wyndham, leaving Deborah Kruciak, Robert Phillips, Zachary Townsend and Glenda Raichlen, and adding David Ronquillo, and authorizing Commissioner Townsend to take action to have documents updated. All Ayes.
9. Motion to approve the 2026 Annual Calendar and to publish on the District's website made by Commissioner Townsend and seconded by Commissioner Ronquillo. All Ayes.
10. Covered Applications Prohibition Policy enrollment forms signed and updated.
11. Motion to approve & sign a check i/a/o \$69,621.75 to pay for a F350 that will be used as Squad 71 made by Commissioner Townsend & seconded by Commissioner Phillips. All Ayes.
12. Motion to approve sign design and expense, to not exceed \$1,000.00, for Station 75 made by Commissioner Phillips & seconded by Commissioner Townsend. All Ayes.
13. DC Morgan gave a tour of the District's asset, Battalion 71.
14. Next Regular Meeting scheduled for 26 January 2026 at 4 PM at Station 3.
15. No Executive Session.
16. Meeting adjourned at 5:02 PM.



Zach Townsend, Secretary
Comal County Emergency Services District No. 5