

Comal County Emergency Services District No. 5
Regular Board Meeting Minutes – December 15, 2025
Station 3, 30475 Johnson Way, Bulverde, TX 78163

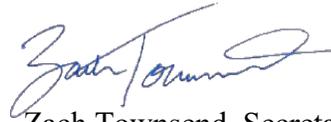
1. Meeting called to order at 4:01 PM by Commissioner Kruciak. Commissioner's Townsend, Phillips & Raichlen present, quorum established. BSBES staff: Chief Southwell. Also present, Josh Slusher of AG|CM & CCESD #5 resident, David Ronquillo.
2. No Citizen Communication.
3. Motion to approve the minutes of the 17 November 2025 Regular Meeting made by Commissioner Townsend & seconded by Commissioner Phillips. All Ayes.
4. Motion to accept the financials made by Commissioner Phillips & seconded by Commissioner Townsend. All Ayes
5. Motion to accept the investment report made by Commissioner Townsend & seconded by Commissioner Phillips. All Ayes.
6. Motion to issue 8 checks & one ACH transfer totaling \$126,764.56 made by Commissioner Phillips & seconded by Commissioner Townsend. All Ayes.
7. 50% DDs were shared to the Board & AG|CM for review and revisions. Terracon contract execution pending. Budget and timeline are still on schedule.
8. 434 CFS for the month of November. Fire, EMS & Dept. fractile all met goal. Growth in monthly CFS up 7.96% from a year ago. YTD growth in CFS up 7.53%. YTD Fire, EMS & Dept. fractile all above target metric of 90%.

Motion to appoint Commissioners Kruciak & Townsend to the BSBES Strategic Plan Working Group made by Commissioner Raichlen & seconded by Commissioner Phillips. All Ayes.
9. Motion to authorize Commissioner Kruciak to sign an engagement letter with Montemayor Britton Bender PC to complete the district's 2025 Audit made by Commissioner Phillips & seconded by Commissioner Raichlen. All Ayes
10. Motion to approve the certified tax levy for the tax year 2025 made by Commissioner Townsend & seconded by Commissioner Phillips.
11. Motion to appoint Commissioners Kruciak & Townsend to the 2026 BoD for BSBES Non-Profit Board made by Commissioner Raichlen & seconded by Commissioner Phillips. All Ayes.
12. Motion to authorize publication of Notice of District Administrative Office Address by 31 January 2026 made by Commissioner Phillips & seconded by Commissioner Townsend. All Ayes.
13. No imminent capital acquisitions for the rest of 2025.

14. Special Meeting scheduled for 16 January 2026 at 4PM at Station 73. Next Regular Meeting scheduled for 26 January 2026 at 4 PM at Station 73.

15. No Executive Session.

16. Meeting Adjourned at 4:44 PM.

A handwritten signature in blue ink, appearing to read "Zach Townsend".

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