

Comal County Emergency Services District No. 1

Regular Meeting Minutes

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.

DISCUSSION / ACTION ITEMS

Attendees:

President - Josh Dean - Present
Vice President – James Sellers – Absent
Treasurer - Henry Delgado – Present
Assistant Treasurer - Daryl Grieger – Present
Secretary – Sonny Loudon – Present
Attorney John Peeler – Present via phone conf.
General Manager – James Shadle - Present
Kay Derrich – Comptroller – Present
Chief Southwell – Present
Assist Chief Daniel Torres - Present
Captain David Powell – Absent
Chief Todd Morgan - Present
Establish Quorum – a quorum is present
Public Attendees – Steve Minus (running for County Commissioner for District 2)

Called the meeting to order, established a Quorum at 4:00 pm

1. Approve December 16th, 2025, Meeting minutes. – All Commissioners
 - > Motion to accept minutes from last meeting: A. Loudon
 - > Seconded by: D. Grieger
 - > Motion carried unanimously
 - > Minutes will be given to K. Derrich for filing and posting

2. Vote in 2026 ESD1 Board and Bulverde Spring Branch Emergency Services positions- positions for 2026 – All Commissioners
 - > All commissioners will retain their current positions as noted in the minutes above with the exception that D. Grieger will be Treasurer and H. Delgado will be Assist Treasurer
 - > Motion to approve: H. Delgado
 - > Seconded by A. Loudon
 - > Motion carried unanimously

3. Review and discuss the Chief’s monthly report. – Monthly report provided by Chief Southwell.
 - > No action taken

4. Review and Discuss Bulverde Spring Branch Emergency Services General Manager 90 Day Roll Up- James Shadle
 - > No action taken

5. Discuss and update on renters, leases for Station 5 property, including any necessary action on the same. -Chief Southwell, Kay Derrich, James Shadle
 - > The roof work is completed and we replaced a stove in rental homes

6. Discuss and update on the proposed purchase of properties, including any necessary action on the same. - John Peeler, Chief Southwell, Kay Derrich, James Shadle
 - > Will discuss during executive session

7. Consider and approve bills/invoices to be paid. Kay Derrich, James Shadle
 - > Motion to approve by A. Loudon
 - > Seconded by D. Grieger
 - > Motion carried unanimously
 - A) Check # 518 to Andrews Myers (property attorney) for 618.00
 - B) Check # 519 to Bluebonnet Ford (new EVT truck) for 148,284.75
 - C) Check # 520 to Coveler & Peeler (legal expenses for Dec 2025) for 620.00
 - D) Check # 521 to eCatholic (website hosting) 220.00
 - E) Check # 522 to JAJ Contruction Services (Added exp for capping old septic sys at rental house) for 550.00
 - F) Check # 523 to Motorola (radios for remount ambulances) for 18,779.30
 - G) Check # 524 to BSBES (reimburse rental property stove) for 588.98
 - H) Check # 525 to Montemayor Britton Bender PC (2025 Audit Retainer) for 2,475.00

8. Discuss and sign the Engagement Letter for 2025 from Montemayor Britton Bender Carey PC for audit services.
 - > Motion to approve by A. Loudon
 - > Seconded by H. Delgado
 - > Motion carried unanimously

9. Review, consider, and accept monthly financial reports- Kay Derrich, James Shadle.
 - > No significant unexpected items
 - > No action taken

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
 - > No new issues
 - > No action taken

11. Review and act to set the date and time for the district's regular meeting for February 2026. – All Commissioners
 - > Next meeting set for Feb 17th 4 PM at Station 1

12. Commissioners' request for items or follow-up for the next board meeting - All Commissioners
 - > Chief Southwell will send out the cost of an average EMS run in an email and any expected escalation for 2026.
 - > K. Derrich to go back 5 years on ambulance billing and BSBES compensation amounts
 - > K. Derrich to get a bond for D. Grieger for his new position as treasurer

13. Executive Session regarding personnel, legal, and real estate matters. – All Commissioners
 - > Started at:5:10 pm
 - > Ended at: 5:18 pm
 - > No action taken after exiting executive session

14. Adjourn. – All Commissioners
 - > Meeting adjourned at 5:18 pm

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.

Arthur (Sonny) Loudon – Secretary Comal ESD-1