

Comal County Emergency Services District No. 1
Regular Meeting Minutes
March 17th, 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, March 17th, 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
Assistant Treasurer - Henry Delgado – Absent
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 – Present
Chief Todd Morgan - Present
Establish Quorum – a quorum is present
Public Attendees – none

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

1. Approve Feb 17th, 2026, Meeting minutes. – All Commissioners
 - > Motion to accept minutes from last meeting: D. Grieger
 - > Seconded by: A. Loudon
 - > Motion carried unanimously
 - > Minutes will be given to K. Derrich for filing and posting
2. Review and discuss the Chief’s monthly report. – Monthly report provided by Chief Southwell.
 - > No action taken
3. Review and Discuss General Managers monthly report- James Shadle
 - > No action taken
4. Discuss and update on renters, leases for Station 5 property, including any necessary action on the same. -Chief Southwell, Kay Derrich, James Shadle
 - > Rental house roof discussed in the Feb meeting was repaired
 - > No action taken
5. To review and act on matters related to construction, renovation, repair, maintenance, and improvements to District facilities and real property, including engagement of design professionals or engineering services, selection of builders/contractors, acquisition of materials for same, and cooperation with other entities regarding the development of emergency services facilities, including action on construction financing. - Chief Southwell, James Shadel
 - > No action taken
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 – no action taken

7. To review and act on business associate agreement(s) with BSBES and other covered entities regarding protected health information. John Peeler, Chief Southwell
 - > Motion to authorize the board president to execute a business associate agreement with BSBES to allow ESD-1 board members access to patient records for EMS oversight and this will require training to comply with HIPPA regulations by A. Loudon
 - > Seconded by D. Grieger

8. To review and act to secure for vehicle fuel services, including potential renovations to facilities related to installation of fuel tanks.- James Shadel, Chief Southwell
 - > We used 48,421 gallons in 2025 for a cost of \$141,580 with an average \$3.00/gal price
 - > No further action needed

9. Consider and approve bills/invoices to be paid. Kay Derrich, James Shadle
 - A) Check # 532 to Andrews Myers for services as property attorney for 1194.80
 - B) Check # 533 to Comal Tax Assessor Collector for collection fees for 1239.63
 - C) Check # 534 to Coveler & Peeler for legal services for 1173.75
 - D) Check # 535 to Redemption Roofing for rental house roof repair for 1320.80
 - E) Check # 536 to Southwest Public Safety for lighting/sirens for crane truck for 5000.00
 - F) Check # 537 to Smithson Valley Services for AC repair for rental property for 225.00
 - G) Check # 538 to VFIS for insurance for ESD1 Board for 2998.00
 - H) Check # 539 to BSBES for service truck window tint for 399.00
 - > Motion from A. Loudon to pay checks as read.
 - > Seconded by D. Grieger
 - > Passed unanimously

10. To review and act as necessary on financial matters, including district depositories, investments, investment actions, investment policy, and district debit and to receive monthly financial reports.- Kay Derrich, James Shadle.
 - > No action taken

11. 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

12. Review and act to set the date and time for the district's regular meeting for April 2026. – All Commissioners
 - > Next meeting was set for April 21 at 4 PM at Station 1

13. Commissioners' request for items or follow-up for the next board meeting - All Commissioners
 - > No requests made

14. Executive Session regarding personnel, legal, and real estate matters. – All Commissioners
 - > Started at: 4:40
 - > Ended at: 5:17
 - > No action taken after exiting executive session

15. Adjourn. – All Commissioners
 - > Meeting adjourned at 5:17

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