

**COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 4**  
**MEETING MINUTES**  
**January 8, 2018**

The regular monthly meeting of the Board of Commissioners of Comal County Emergency Services District No. 4 was held Monday, the 8th day of January 2018, beginning at 5:30 p.m., at the Bremer Training Center at 9850 FM 311, Spring Branch, Texas 78070.

Call meeting to order;

Mr. Graf called the meeting to order at 5:53 PM and declared a quorum with four of the five board members present. Paul Graf: President, Josh Dean: Vice President, Bret Barnett: Assistant Treasurer, and Ms. Deena Clausen, Treasurer were in attendance. Mr. Robert Bruce, Secretary, was not in attendance. Also, Chief Southwell and Mr. Guy Anderson was in attendance.

**WORKSHOP AGENDA**

1. Citizen comments (limited to 3 minutes and any comment made on subjects not included on the published agenda will not be discussed or action taken by the board);

Public Comment: In accordance with the Texas Attorney General's opinion, any public comment that is made on an item that is not on the published agenda will only be heard by the Board of Commissioners. No formal action, discussion, nor comment will be made by the Board of Commissioners;

No comments were made. (Mr. Guy Anderson waived his right to speak during the Citizen comment and was allowed to interact when the Mystic Shores station was discussed in item 9, below.)

**DISCUSSION/ACTION ITEMS**

1. Confirmation that newly appointed Commissioners have been properly sworn in;

All three appointed Commissioners (Barnett, Dean, and Graf) indicated that they have been sworn in.

2. Election of Officers for 2018;

Bret Barnett made a motion to keep the 2018 Officer appointments the same as for 2017: Motion seconded by Mr. Dean. Approval was unanimous.

3. Discuss and approve 2018 appointments to the Board of Directors of the BSB Fire & EMS;

Motion made by Ms. Clausen and seconded by Mr. Dean to continue with Mr. Barnett and Mr. Graf on the BOD of BSBES for 2018.

4. Discuss and approve appointments to the BSBES Council for 2018;

Motion made by Ms. Clausen and seconded by Mr. Dean to continue with Mr. Dean and Ms. Clausen on the Council for 2018.

5. Discuss and consider any needed modifications to the 2017 ESD 4 Budget;

No action taken.

6. Discuss and consider the following:

- a. December 11, 2017 Regular Meeting minutes;
- b. Monthly Financial Reports;
- c. Monthly bills and invoices;

Check to Safe-D for \$1020 for Convention Registrations; Check to AR Technology for \$75 for computer support; Check to BRW for \$23,500 for ongoing architectural work on 311 /Rebecca Creek station.

Ms. Clausen moved to accept the consent agenda and approve payments of all invoices listed above, seconded by Mr. Dean; all approved.

7. Discuss and consider any items related to Bremer Training Center, the new station on 311 (Station 4), including updates on the architectural design;

No action taken.

8. Discuss and consider any items related to bank accounts, including the requested Third Party Custodian Agreement from Frost Bank;

Ms. Clausen noted that we have closed the scholarship account at Blanco National Bank.  
No action taken

9. Discuss and consider any items related to the Mystic Shores area station;

Mr. Anderson discussed some options for the site including selling the site to ESD 4 with possibly a trade including the Bremer building. The Commissioners stated the Bremer Building remains a functioning building for ESD 4 and indicated no interest in his options, especially since the SBVFD had originally indicated providing the site to ESD 4 at no cost. No action taken. (This item was discussed early in the agenda as a courtesy to Mr. Anderson who then left the meeting immediately after this discussion.)

10. Update, discuss and consider BSBES activities, financials, and other related items, including a resolution on the transfer of assets to the new 501(c)(3) organization;

An update was given my Mr. Barnett and Chief Southwell. No action taken.

11. Discuss and consider any apparatus and proposed capital items;

No action taken.

12. Discuss and consider the financial forecast for ESD 4;

No action taken.

13. Discuss and consider ESD Council activities and County Council meeting and activities;

No action taken.

14. Update, discuss and consider any items related to any legal issues;

No action taken.

15. Discuss date and time for next regular meeting on February 12, 2018; (at 5:30 PM)

16. Adjourn.

The meeting was adjourned at 7:15 p.m.

The Board of Commissioners is authorized by the Texas Open Meetings Act to convene in closed or executive session for certain purposes. Executive Sessions may include the following: consultation with attorney for litigation or a settlement offer (Sec. 551.071), deliberations regarding real property (Sec. 551.072), deliberation regarding a contract being negotiated (Sec. 551.0725), deliberation regarding a prospective gift (Sec. 551.073), personnel matters (Sec. 551.074), personnel matters affecting a county advisory body (Sec. 551.0745), deliberation regarding security devices or security audits (Sec. 551.076), and deliberation regarding economic development negotiations (Sec. 551.087). 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 Meetings Act that authorizes the closed or executive session.

(The Board of Commissioners did not go into executive session.)



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Paul Graf, President  
Comal County ESD No. 4