

**COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 4
MEETING MINUTES
February 12, 2018**

The regular monthly meeting of the Board of Commissioners of Comal County Emergency Services District No. 4 was held Monday, the 12th day of February 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 5:45 PM and declared a quorum with all five board members present. Paul Graf: President, Josh Dean: Vice President, Bret Barnett: Assistant Treasurer, and Ms. Deena Clausen: Treasurer, and Mr. Robert Bruce, Secretary were in attendance. Also, Chief Southwell and Mr. Ryan Rosborough were 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.

DISCUSSION/ACTION ITEMS

1. Discuss and consider the following:
 - a. January 8, 2018 Regular Meeting minutes;
 - b. Monthly Financial Reports;
 - c. Monthly bills and invoices;

Check to BRW for \$17,625.00 for ongoing architectural work on 311/Rebecca Creek station, and check to Carlton Law Firm for \$55.00 for invoice.

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

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

No action taken.

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

Mr. Rosborough made a presentation on the capabilities of his company AGICM.

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

Ms. Clausen reported that Mr. Carlton had made the appropriate changes to the Third Party Custodian Agreement from Frost Bank and made a motion to approve. Mr. Barnett seconded, and it was approved unanimously.

5. Discuss upcoming SAFE-D Conference and board position;

All commissioners signed letter recommending Mr. Graf to SAFE-D board.

6. Update, discuss and consider BSBES activities, financials, and other related items, including the new 501(c)(3) organization and the potential sale of Rodeo Drive facility;

Mr. Barnett made a motion that he and Ms. Clausen form a task force to investigate the purchase of the Rodeo Drive facility. Mr. Dean seconded the motion. Most passed unanimously.

An update was given by Mr. Barnett and Chief Southwell on the BSBES activities.

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

No action taken except that Mr. Dean and Mr. Bruce agreed to serve on the Capital Acquisition Committee.

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

No action taken.

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

The following appointments were agreed to:

Finance Committee-Graf/Clausen

Cost Sharing -Graf/Clausen

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

No action taken.

11. Discuss date and time for next regular meeting on March 20, 2018, a joint meeting with ESD 1 and 5; (at 5:30 PM)

12. Meeting Adjourned at 8:10 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.)

A handwritten signature in blue ink, appearing to read "P. Graf", is positioned above a horizontal line.

Paul Graf, President
Comal County ESD No. 4