

**COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 4
MEETING MINUTES
April 30, 2018**

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

Call meeting to order;

Mr. Graf called the meeting to order at 4:45 PM and declared a quorum with the following board members present. Paul Graf: President, Josh Dean: Vice President, Robert Bruce: Secretary, and Bret Barnett: Assistant Treasurer. Ms. Deena Clausen, Treasurer joined the meeting at 5:35 PM. Also, Chief Southwell was in attendance.

AGENDA WORKSHOP AGENDA (to begin at 4:30 p.m.)

1. Computer workshop on using Microsoft 365 and Sharepoint for Commissioners who can attend.

Mr. Barnett assisted those present with the new IT system.

2. 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. March 20, 2018 Regular Meeting minutes;
 - b. Monthly Financial Reports;
 - c. Monthly bills and invoices;

The check to Carlton Law Firm for \$57.50 will be reviewed by Ms. Clausen after the meeting with the law firm. Check to AGICM for \$290.00. Check to Paul Graf for SAFE-D expenses for \$600.91. Check to Deena Clausen for \$545.32 for SAFE-D expenses. Check to Josh Dean for \$35.00 for SAFE-D expenses. Check to BRW for \$19,412.50 for architectural services.

Mr. Barnett moved to approve the meeting minutes and the invoice payments, subject to the follow up with the Carlton Law Firm, seconded by Mr. Dean; all approved.

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

No action taken.

3. Discuss and consider the proposed investment policy;

No action taken.

4. Discuss and consider any items related to Bremer Training Center;

No action taken.

5. Discuss and consider the new station on 311 (Station 4), including updates on the architectural design, and land near the corner of FM 311 and Rebecca Creek Road;

Mr. Barnett discussed the south corner of the property possibly being given to the county to create a more perpendicular corner at Rebecca Creek Road and SH 311. Needs to be discussed with architect and more specifics from the county.

Ms. Clausen will begin discussion with banks on financing the new station.

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

Third Party Custodian Agreement was finalized at the last meeting.

Ms. Clausen filed the report with the State Comptroller.

Discussion was had on the draft of the investment policy brought by Ms. Clausen.
No action taken.

7. Update, discuss and consider BSBES activities, financials, and other related items and the potential sale of the Rodeo Drive facility;

Discussion was had about revising the IT programs, the forensic audit on Rodeo Drive, and the policy change on meetings with BSBES staff. No action taken.

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

Motion was made by Ms. Clausen to allocate up to \$16,000 for IR cameras and for bunker racks for Station 1. Seconded by Mr. Dean. Motion passed unanimously.

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

No action taken.

10. Discuss and consider ESD Committee activities including the recommendation from the Financial Committee;

Motion was made by Mr. Barnett to allow a one-month slippage of the BSBES budget to July 1 from June 1 (as per the JSPA), seconded by Mr. Dean. Approval was unanimous.

Motion was made by Ms. Clausen to revise the payments to the BSBES by adding \$50,000 to the May payment of \$114,000 and modifying the remaining 7 months of payments to \$106,857 and keeping within the original approved budgeted amount. Motion was seconded by Mr. Dean with unanimous approval.

11. Update, discuss and consider any items related to any legal issues, including the potential combining of ESD 4 and 5;

Discussed the combining of ESD 4 and 5. No action taken.

12. Discuss date and time for next regular meeting in May 2018;

Next meeting to be May 14, 2018 at 5:30 p.m.

13. Adjourn.

Meeting adjourned at 8:20 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.

(Commissioners did not go into Executive Session.)



Paul Graf, President
Comal County ESD No. 4