

**COMAL COUNTY EMERGENCY SERVICES DISTRICT NO. 4**  
**Minutes for Monday October 22, 2019 Meeting**

A meeting of the Board of Commissioners of Comal County Emergency Services District No. 4 was held on **Tuesday October 22, 2019, at 5:00 p.m.**, at the BSB Emergency Services Station 4 at 215 Rebecca Creek, Spring Branch, Texas 78070, for the following purposes:

1. Call meeting to order;

Mr. Barnett called the meeting to order at 5:19 pm and declared a quorum with four of the commissioners present: President Barnett, Secretary Graf, Treasurer Clausen and Vice-President Dean were in attendance. Assistant Treasurer Bruce joined the meeting at 5:45 pm. Also, in attendance were Chief Southwell and guest Dennis Gass.

2. 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 final agenda will only be heard by the Board of Commissioners. No formal action, discussion, deliberation, nor comment will be made by the Board of Commissioners;

No comments were made.

**REPORTS**

3. Receive monthly report from the Treasurer and consider:

- a. approval of payment of monthly bills and invoices;

Mr. Graf made a motion to approve payment of the following monthly bill and invoices:

- BRW for \$7080.18 for architectural services. Treasurer Clausen will hold this payment until confirmed it should be paid now.
- Schmoyer Reinhard for \$1527.50 for lawsuit case.
- AG/CM for \$6830.00 for oversight services.
- Carlton Law Firm for \$3870.00 (2 invoices)
- Motorola Solutions, Inc. for \$7367.68 for new engine radio.
- Carl's CDX Electric for \$19,650.00 for backup generator at Rodeo Dr. (Station 1).
- BSBES for \$3804.80 for fire training and radio shipping.

Mr. Dean seconded the motion and it was approved unanimously.

- b. approval of monthly financial report.

Mr. Graf made a motion to accept the financial reports thorough Sept. 30, 2019. Mr. Bruce seconded the motion and it passed unanimously.

### **DISCUSSION/ACTION ITEMS**

4. Review and consider approval of Meeting Minutes;

Ms. Clausen made a motion to approve the meeting minutes from Sept. 9, 2019 and Sept. 16, 2019.

Motion was seconded by Mr. Bruce and passed unanimously.

5. Discuss and consider any needed repairs or other uses related to Bremer Training Center;

New signage is needed at Bremer Building. Also, should remove the “Training Center” aspect as the building is used for more than training. Mr. Dean will investigate these actions and bring back a recommendation.

6. Discuss and consider construction, financing, furnishing and staffing the new station on FM 311 (Station 4); This may include contracts with financial institutions;

- a. General Contractor Payment

Mr. Graf made a motion to approve payment of the Seidel Construction invoice of \$286,592.67. Ms. Clausen seconded the motion with unanimous approval.

- b. Discuss and Consider naming on Station 4

Motion was made by Mr. Dean and seconded by Mr. Bruce to name the station “Cunningham Emergency Services Station”. Motion carried unanimously.

Motion was made by Mr. Dean to create a Dedication Plaque for the new station. Motion was seconded by Ms. Clausen and passed unanimously.

7. Discuss and consider items related to the budget and to bank accounts;

Mr. Graf made a motion to move \$100,000 from Frost bank account to the Texas Regional Bank (Blanco) account. Mr. Bruce seconded the motion and it passed unanimously.

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

- a. Committee update on Joint Service Provider Agreement

Mr. Dean reported there was progress with Mr. Carlton on the JSPA. Outstanding issue is still ESD 1’s desire to take all the ambulance billings. Mr. Dean has made it clear to ESD 1 that will not happen without offsetting compensation to ESD 4 and 5.

9. Capital Acquisition Committee Report

a. Generator Purchase Rodeo Dr \$28,000

Mr. Graf made a motion to allot up to \$28,000 toward the purchase of the backup generator for Station 1 (Rodeo Drive). Motion was seconded by Ms. Clausen and unanimously approved.

10. Discuss and consider the District’s financial forecast;

No action was taken. Will be discussed at November meeting.

11. Discuss and consider any actions regarding ongoing legal matters;

No action was taken.

12. Executive Session to discuss purchase of Real Estate;

The board did not go into executive session.

13. Discuss and consider any actions related to Executive Session;

No action was taken.

14. Discuss agenda, time and date for next meeting;

Next meeting is planned to be Nov. 14 at Station 4 at 6:00 pm. Mr. Barnett is working on having a joint ESD meeting in December between the 12 and 17 at 6:00 pm.

Meeting adjourned at 7:00 pm.

**A packet containing all supportive documentation for this agenda is available for inspection at 353 Rodeo Drive, Spring Branch, Texas 78070, between the hours of 8:00 a.m. and 5:00 p.m.**

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Paul Graf, Secretary  
Comal County Emergency Services District 4

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The Board may retire to Executive Session any time between the meeting’s opening and adjournment for any purpose authorized by the Texas Open Meetings Act, including but not limited to: consultation with legal counsel (Section 551.071 of the Texas Government Code); personnel matters (Section 551.074) and/or discussion of real estate acquisition (Section 551.072). Action, if any, will be taken in open session.