

**COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 4**  
**MEETING MINUTES**  
**May 14, 2018**

The regular monthly meeting of the Board of Commissioners of Comal County Emergency Services District No. 4 was held Monday, the 14th day of May 2018, beginning at 5:30 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 5:36 PM and declared a quorum with the following board members present: Paul Graf, President, Ms. Deena Clausen, Treasurer, and Mr. Bret Barnett: Assistant Treasurer. Mr. Josh Dean, Vice President joined the meeting at 5:39 PM. Robert Bruce, Secretary was not present. Chief Southwell was in attendance.

**AGENDA 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. April 30, 2018 Regular Meeting minutes;

Motion by Ms. Clausen seconded by Mr. Barnett to approve minutes. Unanimous approval by those present.

- b. Monthly Financial Reports;

Motion by Mr. Barnett seconded by Mr. Dean to accept reports. Unanimous approval by those present.

c. Monthly bills and invoices;

Check to AGICM for \$580.00. Check to Comal Appraisal District for \$3,163.08.  
Check to Marketing and Service Associates for \$13,357.80 for thermal cameras.

Ms. Clausen moved to approve the invoice payments, seconded by Mr. Barnett.  
Unanimous approval by those present.

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

No action taken.

3. Discuss and consider the proposed investment policy;

Motion was made by Mr. Barnett to approve the investment policy attached to these minutes. Motion was seconded by Mr. Dean. Unanimous approval by those present.

4. Discuss and consider audit for FY 2017;

Motion was made by Ms. Clausen to file for a one-month postponement for the audit completion. Motion was seconded by Mr. Barnett. Motion passed unanimously by those present.

Mr. Clausen will handle the postponement details.

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

No action taken.

6. 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 corner of the property being given to the county for a more perpendicular corner at Rebecca Creek Road and SH 311. Needs to be discussed with architect and more specifics from the county. A copy of the survey was sent to Comal County.

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

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

No action was taken.

8. 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, SharePoint, and the forensic audit on Rodeo Drive. No action taken.

The Commissioners went into Executive Session at 7:55 PM.

9. Discuss and consider the records request provided to Commissioner Barnett;

The Commissioners came out of Executive Session at 8:16 PM.

It was determined that ESD 4 has no correspondence and thus no records will be provided for the records request.

Motion was made by Mr. Dean to sign the release provided by the Peeler Law Firm. Motion was seconded by Ms. Clausen. Motion passed unanimously by those present.

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

Discussion on the need for three sets of mobile radios, about \$7,000 total. Mr. Dean will go back to the Capital Acquisitions Committee to discuss. No action taken.

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

Forecast was presented by Ms. Clausen and discussed. No action taken.

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

No action taken.

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

No action taken.

14. Discuss date and time for next regular meeting in June 2018 which is planned to be a joint meeting;

Next meeting to be June 18, 2028 at 5:00 PM at Rodeo Drive followed by a joint meeting at 6:00 PM.

15. Adjourn.

Meeting adjourned at 8:17 p.m.

(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). 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. Action, if any, will be taken in open session.)

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

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Paul Graf, President  
Comal County ESD No. 4