

**COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 4
MEETING MINUTES
June 18, 2018**

The regular monthly meeting of the Board of Commissioners of Comal County Emergency Services District No. 4 was held Monday, the 18th day of June 2018, beginning at 5:00 p.m., at the BSBES Station No. 1 at 353 Rodeo Drive, Spring Branch, Texas 78070.

Call meeting to order;

Mr. Graf called the meeting to order at 5:00 PM and declared a quorum with the following board members present: Paul Graf, President, Ms. Deena Clausen, Treasurer, and Mr. Bret Barnett: Assistant Treasurer, and Mr. Robert Bruce, Secretary were present. Mr. Josh Dean, Vice President was not present for the meeting.

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. May 14, 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. Bruce to accept reports. Unanimous approval by those present.

- c. Monthly bills and invoices;

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

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

These items to be discussed at Special Meeting on June 22.

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

No action taken.

4. Discuss and consider acceptance of the 2017 ESD 4 audit;

Items to be discussed at Special Meeting on June 22.

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

No action taken.

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

Items to be discussed at Special Meeting on June 22.

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

No action taken.

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

No action taken.

9. Discuss date and time for next special meeting on June 22, 2018 at 2:00 at the Bremer Training Center and the next regular meeting on July 23, 2018;

10. Workshop for Joint Meeting with ESD 1 and 5 (to begin at 6:00 p.m.);

- a. BSBES Chief's report regarding emergency operation, response time, call volume, training, management activities and personnel;

Chief gave report.

- b. Presentation by John Carlton to include the following:

- i. JC intro and history of work for ESD's

- ii. High level overview of the JSPA and the thinking behind key elements such as ownership and sharing of assets.
- iii. Council's original purpose and why ok to disband
- iv. Issues with one of ESD's purchasing Rodeo Drive facility
- v. Issues with combining ESD 4 and ESD 5
- vi. Things ESD's should pay attention to throughout the year (gov't reports, audit, tax setting, etc.)
- vii. Upcoming Legislative session's potential tax impact
- viii. Other

John Carlton gave his report. Here are a few suggestions from Carlton:

Cancelling the Council is of no consequence except we may lose the long-range planning function in the agreement. But can be handled several ways. Probably should plan on a planning meeting (3 day?) that carries over into an annual planning program. (Note that Mr. Bruce left the meeting at 7:00 pm.)

- c. Seven-year forecast presented by Financial Committee

Deena Clausen briefly presented the forecast work

- d. Other Committee Reports

Bill Gonser gave his report on the capital acquisitions committee.

Paul Graf gave summary of proposed 2019 BSBES budget.

Mr. Gonser gave a brief report on the status of the forensic audit of the Rodeo Drive station.

Mr. Graf gave a brief report on SAFE-D activities.

- e. Commissioner comments

None

f. Date and time for next joint meeting in September

Next Joint meeting to be held in October and will be last this year.

11. Adjourn.

ESD 4 meeting adjourned at 8:20

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.

ESD 4 did not go into Executive Session.



Paul Graf, President
Comal County ESD No. 4