

**COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 4**  
**Minutes for SPECIAL MEETING**  
**June 22, 2018**

The special meeting of the Board of Commissioners of Comal County Emergency Services District No. 4 was held Friday, the 22nd day of June 2018, beginning at 2:00 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 2:00 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. Chief Southwell, Justin Dreyer of BRW, and 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 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;

Motion was made by Mr. Barnett to donate the corner of the 311 and Rebecca Creek property (approximately 20 feet) to the County to straighten the connection coming off Rebecca Creed to 311. Motion was seconded by Mr. Bruce. Vote was unanimous in favor.

Motion was made by Ms. Clausen to use the following scoring criteria breakdown during the evaluation of the bids on Station 4:

Cost—50%  
Relevant experience and qualifications—10%  
Key Project Personnel experience and qualifications—15%  
Past performance references—15%  
Subcontractor support and Experience—10%

Motion was seconded by Mr. Bruce. Vote was unanimous in favor.

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

The audit was presented by Mr. Ken Ward of Rick C. Reed and Company, PLLC. Motion was made by Ms. Clausen to accept the audit report with a minor change to the reported sales tax. Instead of 8.25 it should be 1% on page 6 of the report. Motion was seconded by Mr. Bruce. Motion passed unanimously.

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

No action was taken.

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

Motion was made by Mr. Barnett to approve up to \$11,000 to purchase two portable radios. Motion was seconded by Mr. Bruce. Motion passed unanimously.

5. Discuss and consider the Interlocal Agreement Establishing the Bulverde Spring Branch Emergency Services Council;

Motion was made by Ms. Clausen to cancel the agreement and notify the other 2 ESD's. Motion was seconded by Mr. Barnett. Motion passed unanimously.

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

No action was taken.

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

No action was taken.

8. Discuss date and time for next regular meeting on July 23, 2018;

Next meeting is planned to be July 19, 2018 at 6:30 PM.

9. Adjourn.

Meeting adjourned at 3:45 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.

The board did not go into executive session.

Minutes were prepared by:

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