

COMAL COUNTY EMERGENCY SERVICES DISTRICT NO. 4
Meeting Minutes
December 10, 2018

A meeting of the Board of Commissioners of Comal County Emergency Services District No. 4 was held on **Monday, December 10, 2018, at 5:30 p.m.**, at the Bremer Training Center, 9850 FM 311, Spring Branch, Texas 78070, for the following purposes:

1. Call meeting to order;

Mr. Graf called the meeting to order at 5:30 PM and declared a quorum with the following board members present. Paul Graf: President, Bret Barnett: Assistant Treasurer, Ms. Deena Clausen: Treasurer and Mr. Josh Dean: Vice President. Robert Bruce: Secretary was not present for the meeting. Chief Mark Southwell was present.

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;
- (b) approval of monthly financial report.

Ms. Clausen made a motion to approve payment of the following bills and invoices:

- Shamrock Plumbing Co.-\$2119.65 (new water line, temp hook up, holding tank)
- AG\CM-\$435.00
- Carlton Law Firm-\$2222.50
- All Axis-\$975.00 (moving Trailer)
- BRW=\$2610.94 (architect)
- ACB-\$1535.00 (skirt around trailer)
- AG\CM--\$2465.00

Motion was seconded by Mr. Dean with unanimous approval.

Mr. Barnett made a motion to accept the financial reports. Mr. Dean seconded the motion with unanimous approval.

4. Receive monthly report from BSBES Fire Chief regarding emergency operations, response times, call volume, training, management activities and personnel;

Chief Southwell gave his monthly report.

DISCUSSION/ACTION ITEMS

5. Review and consider approval of November 9, 2018 Regular Meeting Minutes; November 20, 2018 Special Meeting Minutes; and December 1, 2018 Special Meeting Minutes;

Ms. Clausen made a motion to approve all 3 sets of meeting minutes. Mr. Dean seconded with unanimous approval.

6. Discuss and consider submission of required annual report to the Division of Emergency Management;

Ms. Clausen agreed to submit this report.

7. Report completed training for Commissioners to County Commissioners Court and County Attorney;

All commissioners need to turn in their training hours to Ms. Zuercher. Mr. Graf agreed to follow-up and make sure the report was complete.

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

No action taken.

9. Discuss and consider construction, financing, furnishing and staffing the new station on FM 311 (Station 4);

Mr. Graf and Mr. Barnett agreed to send Ms. Clausen the proposed cash flow budget created by AG\CM.

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

No action was taken.

11. Discuss and consider budget amendments for the District's 2019 budget;

No action was taken.

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

No action was taken.

13. Discuss and consider purchase or repair of apparatus and proposed capital items;

Motion was made by Mr. Barnett to purchase 13 sets of bunker gear and needed helmets for a price not to exceed ESD 4's cost of \$30,000. Motion was seconded by Ms. Clausen and passed unanimously.

14. Discuss and consider the District's financial forecast;

No action was taken.

15. Update, discuss and consider the potential combining of ESD 4 and ESD 5;

No action was taken.

16. Update, discuss and ratify the agreement with the Schmoyer Reinhard LLP;

Motion was made by Ms. Clausen and seconded by Mr. Dean to ratify the agreement with the law firm of Schmoyer Reinhard LLP. Motion passed unanimously.

17. Discuss and consider upcoming SAFE-D Conference in Frisco, Texas on February 7-9, 2019;

No action was taken.

18. Discuss agenda, time and date for next meeting.

Next meeting set for January 14, 2019 at 5:30 at the Bremer Building.

Meeting adjourned at 7:40 pm.



Paul Graf, President, Comal County Emergency Services District No. 4