

**COMAL COUNTY EMERGENCY SERVICES DISTRICT NO. 4**  
**Minutes for October 15, 2020 Meeting**

A meeting of the Board of Commissioners of Comal County Emergency Services District No. 4 was held on Thursday, **October 15, 2020, at 3:00 PM. This meeting was conducted via teleconference in compliance with the Social Distancing protocol** for the purposes listed below.

**Due to the state of emergency and/or local disaster caused by the COVID-19 pandemic, the Board of Commissioners of Comal County Emergency Services District No. 4 held its meeting via remote procedures because of the difficulty and risks of convening a quorum in one location. The public was able to access the meeting via free internet or via telephone.**

Call meeting to order; Meeting called to order by President Graf at 3:00PM. A quorum of ESD commissioners were present to include President Graf, Vice-President Dean, Secretary VanAusdall, Treasurer Clausen, and Vice-Treasurer Bruce. Public in attendance included Mr. White, Mr. Hull, and Mr. Grieger.

1. Public Comment: The public may comment by teleconference at the meeting. Individual members of the public may address the Board for a maximum of three minutes on items either on or not on the current agenda, but collectively no more than thirty minutes per item. 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;

Public comments were made by Mr. White and Mr. Grieger.

**REPORTS**

2. Receive monthly report from the Treasurer and consider:
  - a. approval of payment of monthly bills and invoices;

Treasurer Clausen presented outstanding bills/invoices and requested approval to pay the following:

Delta -	\$7,011.50
MES -	\$13,546.68
Siddons Martin -	\$4,500.15
Coveler & Peeler -	\$4,438.76
Mustang Equipment -	\$2,159.96
MES -	\$2,135.13
MES -	\$981.29
MES -	\$612.86
Carlton Law Firm -	\$67.50

After brief discussion Mr. Dean made a motion and seconded by Mr. Bruce to approve all bills/invoices listed above. Motion passed unanimously.

Post discussion in action item 11; Mr. Dean made a motion and seconded by Mr. Bruce to approve payment of \$27,491.29 to Triad Marine for recently delivered Zodiac Rescue Boat. Motion passed unanimously.

- b. acceptance of monthly financial report;

Monthly financial report delivered by Ms. Clausen detailing the district's financials. Mr. VanAusdall made a motion seconded by Mr. Bruce to accept the monthly financial report. Motion passed unanimously.

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

Chief Torres presented call statistics for BSBES.

### **DISCUSSION/ACTION ITEMS**

- 4. Discuss and consider the contract from ESCI for the review of BSBES operational expenses between fire and EMS operations;

This was discussed in Executive Session.

- 5. Review and consider approval of recent Meeting Minutes;

Meeting minutes for the ESD 4 Special Meeting held on 9/25/20 were reviewed. Mr. Bruce made a motion seconded by Mr. Dean to approve the minutes. Motion passed unanimously.

- 6. Discuss, consider, and review records retention for ESD 4.

No action taken. Tabled to November meeting.

- 7. Discuss and consider any needed repairs or other uses related to Station 6, the Bremer Building;

No action taken.

- 8. Discuss and consider any items related to the new station on FM 311 (Station 4);

Update given by Mr. Dean on status of brush clearing of property adjacent to Station 4. No additional action taken at this time.

- 9. Discuss and consider items related to the budget, bank accounts and TexPool;

No action taken.

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

- a. Update on Joint Service Provider Agreement and potential extension;

Update delivered by Mr. Dean.

- b. Discuss and consider the final draft Rodeo Drive facility sale agreement;

This was discussed in Executive Session.

- c. Discuss and consider the lease agreement with H.I.S.;

President Graf report that Ms. Clausen and himself have met with a reputable leasing company and will be discussing lease options in the near future. No action taken.

- 11. Discuss and consider Capital Acquisition Committee Report including the purchase or repair of apparatus and proposed capital items;

Discussion led by Ms. Clausen about Zodiac boat being delivered and payment needing to be made. Action taken under agenda item 2a.

- 12. Discuss and consider budget amendments for the District's 2020 budget;

Ms. Clausen reported that budget amendments will be necessary in December. No action taken.

- 13. Discuss and consider the District's financial forecast;

Tabled to November. No action taken.

- 14. Executive Session to discuss Legal Matters and real estate matters;

Motion made by Ms. Clausen and seconded by Mr. Bruce for the commissioners to enter executive session. Motion passed unanimously. ESD4 commissioners entered executive session with Attorney Peeler at 3:47PM and exited executive session at 4:40PM.

- 15. Action Items from Executive Session;

A motion was made by Ms. Clausen and seconded by Mr. Dean that based upon the commissioner's review of the contract with ESCI that President Graf be authorized to sign said contract. Motion passed unanimously.

A motion was made by Ms. Clausen and seconded by Mr. Dean that based upon the commissioner's review of the sale agreement that President Graf be authorized to sign said contract. Motion passed unanimously.

- 16. Discuss agenda, time and date for next meeting; and

The next scheduled meeting for ESD 4 is planned for November 18, 2020 at 3:00PM.

- 17. Adjournment.

The meeting adjourned at 4:48PM.

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Jeremy VanAusdall, Secretary, Comal County  
Emergency Services District No. 4