

COMAL COUNTY EMERGENCY SERVICES DISTRICT NO. 4
Meeting Minutes for January 24, 2020 Meeting

A meeting of the Board of Commissioners of Comal County Emergency Services District No. 4 was held on Friday, **January 24, 2020, at 2:00 p.m.**, at the **BSB Emergency Services Station 4 at 215 Rebecca Creek, Canyon Lake, Texas 78133**, for the following purposes:

1. Call meeting to order;

Ms. Clausen called the meeting to order at 2:00 pm and declared a quorum with three of the commissioners present: Secretary Graf, Treasurer Clausen, and Assistant Treasurer Bruce, were in attendance. Vice-President Dean was in attendance but had not been sworn in as of meeting time. New member Jeremy VanAusdall was not in attendance. Also, in attendance were Chief Southwell and Sean Spyles of AG/CM.

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. Confirmation that newly appointed Commissioners have been properly sworn in;

Mr. Graf reported being sworn in. Mr. Dean has not been sworn in as of the meeting start. Mr. VanAusdall was not present.

4. Election of Officers for 2020;

The following officers were elected:

Motion was made by Ms. Clausen to elect the officers as shown below. Motion was seconded by Mr. Bruce with unanimous vote.

Josh Dean-Vice-president
Deena Clausen-Treasurer
Paul Graf-President
Jeremy VanAusdall-Secretary
Robert Bruce-Asst. Treasurer

5. Discuss and approve 2020 appointments to the Board of Directors of the BSB Fire & EMS;

By consensus Mr. Dean and Ms. Clausen will be the BSBES again in 2020.

6. Discuss and approve appointments to the various BSBES and ESD task forces for 2020;

By consensus the board agreed to the following task force appointments:

ESD Executive Committee-Josh Dean and Paul Graf

Legal-open

Financial Committee-Deena Clausen and Paul Graf

Capital Acquisitions-Josh Dean and Robert Bruce

Compensation Committee-Josh Dean and Deena Clausen

IT Task force-open

JSPA update-Josh Dean and Deena Clausen

7. Receive monthly report from the Treasurer and consider:

a. approval of payment of monthly bills and invoices;

Mr. Graf made a motion to approve payment of the following monthly bill and invoices:

- Carlton Law Firm for \$580.00.
- Industrial Networking Solution for \$992.78 for radio equipment
- AG/CM for \$4681.00 for Station 4 oversight
- Advantage Communication for \$432.00 for radio for Station 4

Mr. Bruce seconded the motion and it was approved unanimously (3-0).

b. approval of monthly financial report.

Mr. Bruce made a motion to accept the financial reports thorough Dec. 31, 2019.
Mr. Graf seconded the motion and it passed unanimously.

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

Chief Southwell gave his monthly report.

DISCUSSION/ACTION ITEMS

9. Paramedic to Fire Fighter-Chief Southwell;

Motion was made by M. Graf and seconded by Mr. Bruce with unanimous approval (3-0) to pay for \$397.00 for bunker gear for a paramedic to attend the fire academy.

10. Review and consider approval of December 17, 2019 Regular Meeting Minutes;

Ms. Graf made a motion to approve the meeting minutes from Dec. 17, 2019. Motion was seconded by Mr. Bruce and passed unanimously.

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

Tyne to submit to TDEM.

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

Tom Turk to report to County. (Deena to check training requirements for next meeting.

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

Josh is awaiting bid for changing the sign out.

Discussion about placing burn ban sign at the fire stations.

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

- a. General Contractor Payment-none this month.
- b. Punch List-Chief to oversee punch list. We expect a reimbursement for radios.

15. Discuss and consider items related to the budget and to bank accounts.

Still working on TexPool investments.

16. Upcoming Events

- a. Open House-Josh and Deena coordinating for March 21.

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

- a. Committee update on Joint Service Provider Agreement-nothing new

18. Capital Acquisition Committee Report

SCBA's will cost \$360K for 60 with the ladder truck. Will be budgeted for next year.

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

Duplicate item (see item 15).

20. Discuss and consider budget amendments for the District's 2019 or 2020 budget;

Nothing new.

21. Discuss and consider the ESD 4 2020 audit;

Nothing yet.

22. Publish notice of address of administrative office location; Tyne to handle.

23. Review and approve quarterly investment report for 4th quarter of previous year;

Ms. Clausen reported we are fully collateralized for now.

24. Update, discuss and consider BSBES activities, financials, and other related items, including the potential purchase of the Rodeo Drive facility; Duplicate – see item 17.

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

See item 18.

26. Discuss and consider the District’s financial forecast;

Update next month.

27. Executive Session to discuss Legal Maters;

Board went into Executive Session at 4:16 pm.

28. Action Items from Executive Session;

Board came out of Executive Session at 4:29 pm. No action was taken.

29. Discuss and consider upcoming SAFE-D Conference in Galveston, Texas on February 20-22, 2020;

Ms. Clausen, Mr. Dean, and Mr. Bruce plan to attend.

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

Next meeting tentatively set for February 24 at 6:00 pm.

Meeting adjourned at 4:40 pm.

A packet containing all supportive documentation for this agenda is available for inspection at 353 Rodeo Drive, Spring Branch, Texas 78070, between the hours of 8:00 a.m. and 5:00 p.m.

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

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