

COMAL COUNTY EMERGENCY SERVICES DISTRICT NO. 4
Minutes for February 25, 2020 Meeting

A meeting of the Board of Commissioners of Comal County Emergency Services District No. 4 was held on Tuesday, **February 25, 2020, at 6:00 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;

Mr. Graf called the meeting to order at 6:04 pm and declared a quorum with all five of the commissioners present: President Graf, Treasurer Clausen, Assistant Treasurer Bruce, Vice-President Dean and Secretary Jeremy VanAusdall were in attendance. Also in attendance was Chief Southwell..

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;

All new commissioners reported as having been sworn in.

4. Receive monthly report from the Treasurer and consider:

- a. approval of payment of monthly bills and invoices;

Mr. Dean made a motion to approve payment of the following monthly bills and invoices:

- All Axis property Services for \$3300.00 for fence
- BSBES - \$50,000.00 for radios
- AGCM - \$4530.00
- Advantage Communications - \$9625.95
- Postmaster - \$92.00 for Box 601
- Eddie Hare - Accessibility Specialists - \$687.00 for ADA inspector
- The Carlton Law Firm - \$87.50
- Marketing and Service Associates - \$7820.00
- Fast Signs - \$1278.50
- Stephen Cunningham - \$3740.00 for fence
- Comal Appraisal District - \$4173.59

Mr. Bruce seconded the motion and it was approved unanimously.

- b. Approval of monthly financial report;

Mr. Bruce made a motion to accept the financial reports thorough January 31, 2020.
Mr. Dean seconded the motion and it passed unanimously.

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

Chief Southwell gave his report. (Corona Virus precautions.)

DISCUSSION/ACTION ITEMS

- 6. SCBA equipment purchase-Chief Southwell;

Motion was made by Mr. Dean and seconded by Mr. Bruce to purchase up to \$85,000 of SCBA equipment. Motion passed unanimously.

- 7. Review and consider approval of January 24, 2020 Regular Meeting Minutes;

Mr. Bruce made a motion to approve the meeting minutes from Jan. 24, 2020. Motion was seconded by Mr. Dean and passed unanimously.

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

Report has been submitted by Tyne Trevino.

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

Mr. Dean reported that the District will be speaking to Comal County Fire Marshal's Office about burn ban signs and the future of that program. No action taken.

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

- a. General Contractor Payment;

No payment has been submitted this month.

- b. Punch List;

Ms. Clausen reported that 5% of the payment will be withheld until completion of the project. Several items remain on the punch list.

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

Ms. Clausen reported that she would like to move \$100,000.00 from Frost Bank to Texas Regional Bank.

Motion made by Ms. Clausen and seconded by Mr. Dean. Motion passed unanimously.

Ms. Clausen also made a motion to move \$1,500,000.00 from Frost Bank to TexPool. Motion seconded by Mr. Dean and passed unanimously.

12. Discuss and consider upcoming Open House for Station 4 on March 21;

Mr. Dean and Ms. Clausen reported that the District is coordinating caterer and event planner. Open house is projected to occur on April 18, 2020.

13. 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;

Mr. Dean made a motion for the ESD 4 President to sign both resolutions concerning sale and lease agreements on the Rodeo Drive Building and the Cougar Bend Building. Motion seconded by Mr. Bruce and passed unanimously. The resolutions are attached to these minutes.

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

Mr. Dean reported that the fire engine has been delivered and aerial apparatus expected later in 2020.

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

No amendments are needed and no actions taken.

16. Discuss and consider the ESD 4 2020 audit;

Ms. Clausen made a motion that was seconded by Mr. Dean to engage Rick C. Reid and Co. at a cost of \$8,000.00 for Fiscal Year 2019 and to authorizes Ms. Clausen to sign the audit agreement.

Motion passed unanimously.

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

No report given

18. Executive Session to discuss Legal Matters;

No executive session taken.

19. Action Items from Executive Session;

No actions from executive session.

20. Discuss SAFE-D Conference held in Galveston, Texas on February 20-22, 2020;

Mr. Dean and Ms. Clausen reported that they enjoyed the conference and engaged in several sessions pertaining to Senate Bill 2.

21. Discuss agenda, time and date for next meeting;

The next Emergency Service District #4 Meeting will be held at 9850 FM 311 on March 26, 2020 at 1800hrs.

Meeting adjourned at 8.40PM.

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.

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

Comal County Emergency Services District No. 4 is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call 830-228-4501 for assistance and information. Hearing impaired or speech disabled persons equipped with telecommunication devices for the deaf may utilize the statewide Relay Texas Program by dialing 7-1-1 or 1-800-735-2988.

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.