

**COMAL COUNTY EMERGENCY SERVICES DISTRICT NO. 4**  
**Minutes for April 23, 2020 Meeting**

A meeting of the Board of Commissioners of Comal County Emergency Services District No. 4 was held on Thursday, April 23, 2020, at 12:00 noon. This meeting will be 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 may hold its meeting via telephone conference call because of the difficulty and risks of convening a quorum in one location. If initiated, the call will be broadcast at the meeting location and recorded as required by the Texas Open Meetings Act. The public may participate in the meeting via the internet at <https://zoom.us/j/98943783431> or by telephone at 346-248-7799, and entering meeting ID 989 4378 3431#.]**

1. Call meeting to order;

Mr. Graf called the meeting to order at 12:04 pm and declared a quorum with four of the five commissioners present: President Graf, Treasurer Clausen, Assistant Treasurer Bruce, and Vice-President Dean were in attendance. Secretary Jeremy VanAusdall was not in attendance at the beginning of the meeting but joined at 12:30 pm. Also, in attendance were Chief Southwell for the entire meeting and Ms. Jo Zuercher intermittently during the meeting.

2. Public Comment: The public may comment by teleconference at the meeting. 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.

**SPECIAL ITEMS**

3. Discuss District operation and management during COVID-19 outbreak, including conducting board meetings and authorizing payment of bills and invoices;

Motion was made by Mr. Dean and seconded by Mr. Bruce to continue conducting board meetings using Zoom with internet and telephone participation. Motion passed unanimously.

## **REPORTS**

4. Receive monthly report from the Treasurer and consider:

a. approval of payment of monthly bills and invoices;

Ms. Clausen made a motion and Mr. Dean seconded to ratify the recent payment of invoices and approve payment of new invoices as follows:

- Fast Signs-\$1278.50 for signage at Bremer Building (Station 6)
- AGCM-\$1963.00 for construction management of Station 4
- VFIS-\$1480.00 for insurance
- Joshua Dean-\$326.02 for SAFE-D conference
- Deena Claussen-\$279.45 for SAFE-D Conference
- Dooley Tackaberry-\$695.10 for firetruck equipment
- Any Promo-\$624.95 for advertising for Grand Opening of Station 4
- Municipal Emergency Services-\$2720.00 for responders' boots
- Mustang Equipment-\$2283.77 for chain saw and k-12 saw for truck
- Holiday Ford-\$53,306.00 for new truck
- Comal Truck Gear-\$1099.00 for equipment for new truck
- AGCM-\$1661.00 for construction management of Station 4
- Carlton Law Firm -\$231.00 for legal
- Steve Cunningham -\$3740.00 for fence work
  - All Axis-\$2200.00 for land clearing
  - John Wright Associates-\$7820.00 for FLIR camera for new engine

Motion passed unanimously with all 5 commissioners.

b. approval of monthly financial report;

Mr. VanAusdall made a motion to accept the financial reports thorough March 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.

## **DISCUSSION/ACTION ITEMS**

6. Review and consider approval of February 25, 2020 Regular Meeting Minutes;

Ms. Clausen made a motion to approve the meeting minutes from Feb. 25, 2020. Motion was seconded by Mr. Bruce and passed unanimously.

No meeting was held in March due to Covid-19 conditions and thus no minutes were generated or approved.

7. Discuss and consider rules regarding public participation at meetings;

Motion made by Ms. Clausen and seconded by Mr. Bruce to allow public opportunities to speak either early in the meeting or at the end. Motion passed unanimously.

8. Conduct annual review of investment policy and investment strategies and adopt resolution;

This was done in December of 2019.

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

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 action taken.

- b. Punch List;

No action taken. At least one major item remains.

- c. Debt payment with addition option payment;

Already handled at previous meeting.

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

No action taken.

12. Discuss and consider upcoming Open House for Station 4 on April 18;

This has been postponed indefinitely.

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

Mr. Dean updated on BSBES activities. No movement on sale of Rodeo Drive to ESD 4. Also a 10% bonus has been awarded to employees each pay period, Battalion Chief and below, until rescinded by BSBES Board. (Cost is about \$13,500/pay period.)

- a. Committee update on Joint Service Provider Agreement;

No action taken. Awaiting on attorney.

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

Mr. Dean gave a report. No action taken.

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

No action taken.

- 16. Discuss and consider the ESD 4 2020 audit;

Audit is in process. No action taken.

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

No action taken.

- 18. Executive Session to discuss Legal Maters;

No Executive session necessary.

- 19. Action Items from Executive Session;

No action taken.

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

Next meeting planned for May 28 at 3:00 pm.

This meeting adjourned at 1:43 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 for Jeremy VanAusdall, Secretary,  
Comal County Emergency Services District #4

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[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.]