

**COMAL COUNTY EMERGENCY SERVICES DISTRICT NO. 4**  
**Minutes for May 28, 2020 Meeting**

A meeting of the Board of Commissioners of Comal County Emergency Services District No. 4 was held on Thursday, May 28, 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 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 3:00 pm and declared a quorum with four of the five commissioners present: President Graf, Treasurer Clausen, Assistant Treasurer Bruce, and Secretary VanAusdall were in attendance. Vice-President Dean was not in attendance at the beginning of the meeting but joined at 3:05 pm. Also, in attendance were Chief Southwell and Chief Torres for the entire meeting.

Public Comment: No public comment made and no public present for the meeting.

**REPORTS**

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

Motion made by Mr. Bruce and Seconded by Mr. Dean to pay the monthly bills and invoices below as recommended in the monthly treasurer's report. Motion passed unanimously.

Feld Fire for \$3969.00  
Carlton Law Firm for \$466.50  
AGCM for \$4379.00  
Tax Assessor for \$237.16  
SAFE-D for \$1100.00 for annual dues.  
Comal Appraisal District for \$4,173.59.

- b. approval of monthly financial report;

Motion made by Mr. Bruce and Seconded by Mr. Dean to approve the monthly financial report. Motion passed unanimously.

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

Chief Southwell presented call statistics from the past month including description of incident involving Engine 73 which sustained possible powertrain damage secondary to a water rescue. It was also highlighted that an insurance claim has been made and Engine 73 is a ESD 5 asset.

### **DISCUSSION/ACTION ITEMS**

5. Review and consider approval of April 23, 2020 Regular Meeting Minutes;

Motion made by Mr. Bruce and seconded by Mr. Dean to approve the minutes from the April 23, 2020 ESD 4 Meeting. Motion passed unanimously.

6. Discuss and consider rule changes regarding public participation at meetings;

After brief discussion by the group it was decided that there were no needed changes to be made at this time concerning public participation at meetings.

7. Discuss and consider acquiring video conferencing software;

After brief discussion of options to for the District to acquire its own video conferencing software a motion was made by Mr. Bruce and seconded by Mr. Graf for Ms. Clausen to pursue whichever video conferencing software she sees fit for the purchase of future meetings. Motion passed unanimously.

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

No action taken on this item.

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

- a. General Contractor Payment and Punch List items;

Motion made by Mr. Bruce and seconded by Ms. Clausen for the District to pay the remaining \$139,573.46 to the general contractor on the final two pay apps. Motion passed unanimously.

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

Motion made by Ms. Clausen and seconded by Mr. Dean to transfer \$50,000.00 from Frost Bank to Texas Regional. Motion passed unanimously.

11. 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;

Discussion ensued on topic. No formal action taken.

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

Motion made by Ms. Clausen and seconded by Mr. Dean for the President and Vice-Treasurer to form a subcommittee to review the Rodeo Drive facility sale agreement and provide report in future ESD 4 meeting. Motion passed unanimously.

- c. Discuss and consider the revised resolution for ESD5 facility at Cougar Bend;

Motion made by Ms. Clausen and seconded by Mr. Dean for the President and Secretary have the revised resolution for ESD 5 facility signed and notarized for filing. Motion passed unanimously.

- d. Discuss and consider Fire Academy training request from Chief Southwell;

Chief Southwell briefed commissioners on upcoming fire academy tuition cost for one of BSBSSES's members. Chief Southwell requested the district to share the cost with ESD 5. Motion made by Mr. Dean and seconded by Mr. VanAusdall to pay up to \$3,500.00 in cost share with ESD 5 for tuition cost of fire academy. Motion passed unanimously.

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

Discussion was had between commissioners and Chiefs about issues with aging swift water fleet. Mr. VanAusdall suggested that a third-party assessment was necessary before making final determination to take one inflatable boat out of service. Chief Southwell requested contact information for boat repair facility from Mr. VanAusdall. No formal action taken on this item by the district.

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

No formal action taken.

- 14. Discuss and consider the ESD 4 2019 audit report;

Ms. Clausen recommended the district accept the audit report as presented. Mr. Dean made a motion which was seconded by Mr. Bruce to accept the audit report. Motion passed unanimously.

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

Ms. Clausen reported that she recently met with ESD 1 and ESD 5 treasurers to discuss the upcoming Joint Service Provider Agreement and the cost sharing implications of the agreement. No formal action taken.

- 16. Executive Session to discuss Legal Matters;

No executive session taken.

- 17. Action Items from Executive Session;

No action items taken.

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

Next meeting to occur on June 25, 2020 @ 3:00pm. Meeting location to be determined.

19. Adjournment.

Mr. Graf adjourned the meeting at 5:00pm.

**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.**

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Jeremey VanAusDall, 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.