

**COMAL COUNTY EMERGENCY SERVICES DISTRICT NO. 4**  
**Minutes for July 27, 2020 Meeting**

A meeting of the Board of Commissioners of Comal County Emergency Services District No. 4 was held on Monday, July 27, 2020, at 3:00 PM. This meeting was conducted via teleconference in compliance with the Social Distancing protocol for the purposes described 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.**

**The Board addressed the following matters:**

1. Call meeting to order; Meeting was called to order by President Graf at 3:04PM. A full quorum was in attendance to include President Graf, Treasurer Clausen, Assistant Treasurer Bruce, Vice-President Dean, and Secretary VanAusdall. Also in attendance was District Legal Counsel John Peeler. Chief Southwell joined the meeting at 3:15PM. Public in attendance on and off throughout the meeting was Larry Hull.
2. Public Comment

No Public Comments were offered.

**REPORTS**

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

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

Coveler and Peeler, P.C.	\$1,587.50
Metro Fire Apparatus Specialist, Inc.	\$86,664.40

- b. approval of monthly financial report;

Motion made by Mr. Dean and Seconded by Mr. VanAusdall to accept the monthly financial report as presented by Commissioner Clausen. Motion passed unanimously.

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

Monthly report given by Chief Southwell including call statistics and monthly happenings concerning COVID-19. Chief Southwell will begin emailing all commissioners his monthly excel report.

**DISCUSSION/ACTION ITEMS**

5. Review and consider approval of June 25, 2020 Regular Meeting Minutes;

Motion made by Ms. Clausen and seconded by Mr. Dean to approve the minutes from the June 25, 2020 ESD 4 Meeting as presented. Motion passed unanimously.

6. Discuss and consider any needed repairs or other uses related to Station 6, the Bremer Building;  
No action taken.

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

- a. General Contractor and Architects Payment and Punch List items;  
No action taken.

8. Discuss and consider cedar and brush clearing on property on 311 and Rebecca Creek Road;

Motion made by Mr. Bruce and seconded by Mr. VanAusdall to spend up to \$7,500.00 on brush clearing of property on 311 and Rebecca Creek Road. Motion passed unanimously.

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

Attorney Peeler led discussion on setting upcoming meeting dates the tax rate adoption. Ms. Clausen presented several scenarios illustrating the seven-year forecast for the district. Motion made by Ms. Clausen and seconded by Mr. Dean to table ESD4 2021 budget adoption to the next ESD4 meeting. Motion passed unanimously.

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

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

Motion made by Mr. Bruce and seconded by Ms. Clausen to extend the Joint Service Provider Agreement through 12/31/2021. Motion passed unanimously.

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

No action taken.

- c. Current ESD4 website administrated by BSBES;

Attorney Peeler made recommendation that additional documents be made available on the ESD4 website to including a contact phone number. Ms. Clausen will work with BSBES personnel administering the site to make these updates.

11. Discuss and consider Capital Acquisition Committee Report including the purchase or repair of apparatus, proposed capital items, and purchase of replacement Boat 72;

After brief discussion a motion was made by Mr. Bruce and seconded by Mr. VanAusdall to spend up to \$28,000 on a replacement for Boat 72. Motion passed unanimously.

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

None at this time.

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

Ms. Clausen presented several scenarios illustrating the seven year financial forecast for ESD4.  
No action taken.

14. Discuss and consider the TNT document from the County;

No action taken.

15. Discuss and consider Tax Calendar for 2020 and needed meeting;

Discussion had on need for meetings and dates by when they should occurred by. Action on this item tabled to item 18.

16. Executive Session to discuss Legal Matters;

ESD4 Commissioners entered executive session to consult with legal counsel at 4:31PM and exited executive session at 5:55PM.

17. Action Items from Executive Session;

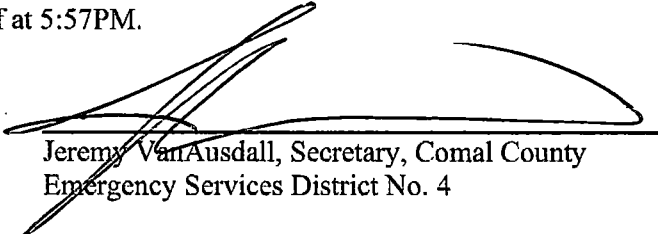
Action taken on agenda item 10a as a result from executive session.

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

Next meetings to be held include August 7th at 3:00PM, August 10th at 3:00PM, and August 21st at 3:00PM

19. Adjournment.

Meeting was adjourned by President Graf at 5:57PM.



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