

**COMAL COUNTY EMERGENCY SERVICES DISTRICT NO. 4**  
**Minutes for December 21, 2020 Meeting**

Notice is hereby given that a meeting of the Board of Commissioners of Comal County Emergency Services District No. 4 will be held on Monday, **December 21, 2020, at 3:00 PM**. The meeting will be held at **215 Rebecca Creek Rd, Canyon Lake, Texas 78133** for the following purposes:

Call meeting to order;

Meeting called to order by President Graf at 3:00PM. ESD 4 Commissioners in attendance included President Graf, Vice-President Dean, Treasurer Clausen, and Secretary VanAusdall. Chief Southwell in attendance. Attorney Peeler also in attendance via internet call. Vice-Treasurer Bruce absent and no public present. ESD 5 President Turk arrived to the meeting at 3:48PM and left the meeting at 4:15PM.

1. **Public Comment:** Individual members of the public may address the Board for a maximum of three minutes on items either on or not on the current agenda, but collectively no more than thirty minutes per item. 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 Public Comment.

**REPORTS**

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

Treasurer Clausen presented the outstanding bills and invoices. Brief discussion was had between the commissioners and Chief Southwell about replacement of Automated External Defibrillators on the fire engines. This cost is being shared equally between ESD 4 and ESD 5. Motion made by Secretary VanAusdall to approve the following bills and invoices:

eCatholic Sheenomo	\$200.00
Coveler and Peeler	\$3,126.25
BK Kustomz, LLC	\$2,922.70
Thrive Response, LLC	\$397.00
ESCI	\$3,750.00
Metro Fire	\$33,058.00
Metro Fire	\$631.00
MES	\$1,075.00
Stryker (AED's)	\$10,903.73

Motion seconded by Vice-President Dean. Motion passed unanimously.

- b. acceptance of monthly financial report;

Treasurer Clausen presented the monthly financial report. Vice-President Dean made a motion to accept the monthly financial report which was seconded by Secretary VanAusdall. Motion passed unanimously.

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

Chief Southwell presented monthly call statistics for BSBES.

4. Update on ESCI efforts to date for the review of BSBES operational expenses:

ESCI remains on schedule to complete their review of operational expenses for BSBES.

#### **DISCUSSION/ACTION ITEMS**

5. Review and consider approval of recent Meeting Minutes;

Meeting minutes for 11/18/20 were reviewed. Treasurer Clausen made a motion to approve the meeting minutes for 11/18/20 which was seconded by Vice-President Dean. Motion passed unanimously.

6. Discuss future plans for joint emergency services operations with ESD5 President;

ESD 5 President Turk presented future plans for joint services operations between ESD 4 and ESD 5. ESD 4 commissioners along with ESD 5 President discussed future needs within ESD 5 to include an additional fire station in the Honey Creek area and additional personnel to staff the station. Due to financial constraint the new fire station will not happen in 2021. ESD 4 commissioners were open to further discussion in the coming months concerning these needs. No action taken.

7. Discuss, consider, and review records retention for ESD 4;

After brief discussion Vice-President Dean made a motion that this item be tabled to January, 2021. Motion seconded by Secretary VanAusdall. Motion passed unanimously.

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

No action taken.

9. Discuss and consider any items related to the new station on FM 311 (Station 4);

No action taken.

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

Treasurer Clausen made a motion to move \$100,000.00 from Frost Bank to Texas Regional. Motion seconded by Secretary VanAusdall. Motion passed unanimously.

11. Discuss and consider investments and investment policy;

After brief discussion a motion was made by Secretary VanAusdall that ESD 4 continue its current investment policy practices. Motion seconded by Vice-President Dean. Motion passed unanimously.

After the first motion passed discussion ensued and it was decided that ESD 4 should indeed update the investment policy as has been done on an annual basis in the past and a new resolution should be drafted. Treasurer Clausen made a motion that a new resolution outlining ESD 4's investment practices to be written and signed. Motion seconded by Secretary VanAusdall. Motion passed unanimously.

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

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

Motion made by Vice-President Dean to accept the new JSPA as reviewed by Attorney Peeler. Motion seconded by Secretary VanAusdall. After discussion on the motion Vice-President dean amended his motion to include the cost share amount per ESD in the JSPA. Current cost share percentages that were agreed upon between the ESDs was available but actual dollar amounts were not. The amended motion included cost share percentages only. The cost share percentages between ESDs on the JSPA are as follows:

ESD 1	44%
ESD 4	30%
ESD5	26%

Prior to signing the JSPA fixed dollar amounts aligning with percentages will be included with that action being taken at a future meeting.

Motion passed 3-1.

- b. Update on Rodeo Drive sale agreement and title company activity;

Survey of property not completed. No action taken.

- c. Discuss and consider the lease agreement with H.I.S.;

After brief discussion a motion was made by Secretary VanAusdall for the ESD 4 President to execute the lease with H.I.S. @ \$13.50 per square foot for 3,980 square feet plus \$0.30 per square foot operations expenses to be escalated to actuals not to exceed 10%. Lease will be two years in length with a one year extension option. A six month notice of election to extend the lease or not will be given by H.I.S. This motion also includes approval of H.I.S. to locate a 500 square foot temporary building on the premises. Motion seconded by Treasurer Clausen. Motion passed unanimously.

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

Capital Acquisition Committee will be meeting early in 2021. No action taken.

14. Discuss and consider budget amendments for the District's 2020 and 2021 budget;

Necessary amendments to the 2020 and 2021 budgets were discussed.

Treasurer Clausen made a motion seconded by Vice-President Dean to amend the 2020 budget as presented. Motion passed unanimously. (This amended budget is attached to meeting minutes for reference.)

Treasurer Clausen made a motion seconded by Vice-President Dean to amend the 2021 budget as presented. Motion passed unanimously. (This amended budget is attached to meeting minutes for reference.)

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

No action taken.

16. Executive Session to discuss Legal Matters and real estate matters;

No executive session.

17. Action Items from Executive Session;

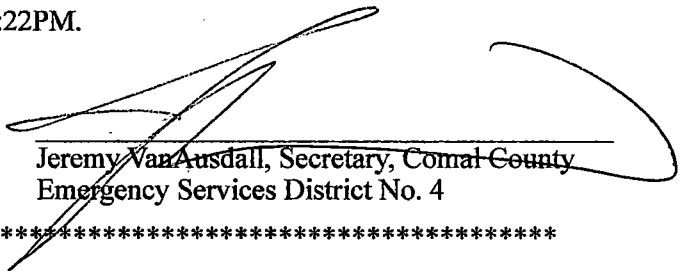
No actions taken.

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

Next meetings of ESD 4 will occur on December 30, 2020 at 3PM and on January 18, 2021 at 3PM.

19. Adjournment.

Meeting adjourned by President Graf at 5:22PM.



Jeremy VanAUSDALL, Secretary, Comal County  
Emergency Services District No. 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.