



**Meeting Minutes**  
**January 4, 2021**  
**7:00 P.M.**

The Bexar County Emergency Services District No. 4 (ESD 4) conducted a meeting at 28036 Old Boerne Stage Road, Boerne, Texas, 78006 on Monday January 4, 2021 at 7:00 P.M. Members of the Board and the public were able to attend in person or via phone at 469-480-6297, conference code 863 785 322# due to the COVID-19 Social Distancing guidelines. The following was discussed:

1. Commissioner Huber called the Bexar County ESD 4 Meeting to Order at 7:00 P.M. and established a quorum. Commissioners Roberts and Rasmussen attended via phone.
2. Citizen Public Forum. No citizens chose to speak.
3. Approval of the minutes from the December 7, 2020 Board Meeting. Commissioner Surratt motioned to approve the minutes from the December 4, 2020 Board Meeting. Commissioner Haygood seconded the motion. Motion carried by a 5/0 vote in favor of.
4. Leon Springs Volunteer Fire Department (LSVFD) Reports due to ESD 4. Mr. Costantino, LSVFD Treasurer, summarized and reviewed the following with the Board.
  - a. Mr. Costantino presented the December 2020 Run Report by the Service Provider. Additionally, Mr. Costantino and Mr. Charles Laljer, ESD 4 Administrator, discussed various metrics that LSVFD and the ESD 4 were reviewing to track emergency response to the District.
  - b. Assistant Chief Ramon discussed the purchase of a storage building for Station 134 and building maintenance issues. Proposals for the Station 134 sprinkler system upgrades were being finalized and a contract will be awarded soon for the effort.
  - c. Mr. Costantino reviewed the LSVFD expenditures for December 2020.
  - d. Action by the ESD 4 Board on approving the reimbursement request and monthly payment to the LSVFD. Commissioner Haygood motioned to approve the reimbursement of the Service Providers expenses. Commissioner Surratt seconded the motion. Motion carried by a 5/0 vote in favor of.
5. Discussion and appropriate action on the following:
  - a. Mr. Gabe Perez, Perez Project Consulting, presented the status of the Station 132 construction. Sabinal construction has removed all of the old fill material and new fill is on site. The retaining wall is almost complete, and the foundation will be ready for pouring in February 2021. Mr. Perez has reached out to five solar power vendors and bids for solar panels on the new station are due on January 8, 2021.
  - b. Mr. Perez reviewed with the Board that the reimbursement requests for the construction. Commissioner Haygood motioned to approve the full reimbursement requests for the professional services and Sabinal Group after Mr. Perez has fully

vetted the request. Commissioner Surratt seconded the motion. Motion carried by a 5/0 vote in favor of.

- c. Assistant Chief Rice provided the results of interviews for a Medical Director for LSVFD. A dedicated Medical Director will allow LSVFD to continue to focus on medical emergencies with the latest treatments. Commissioner Surratt motioned to retain the services of the proposed candidate at a cost of \$15,000 annually. Commissioner vetted the request. Commissioner Surratt seconded the motion. Motion carried by a 5/0 vote in favor of.
  - d. Mr. Dorian Davis, LSVFD, presented information on a possible access control system for Station 134 and the new Station 132. As the cost will be over, \$5,000 the ESD 4 determined that a request for proposal (RFP) should be prepared and released for competitive bids. Commissioner Rasmussen and Mr. Davis will work on the RFP for the system.
6. Financial discussions and appropriate action:
    - a. Mr. Laljer provided the January 2021 ESD 4 financial report.
    - b. The outstanding bills owed by ESD 4 were reviewed.
    - c. Action by the Board on approving payments by ESD 4. Commissioner Haygood motioned to approve the ESD 4 payment requests. Commissioner Roberts seconded the motion. Motion carried by a 5/0 vote in favor of.
  7. Determine date, time and possible agenda items for the next meeting. The next regularly scheduled Board meeting will be Monday, February 1, 2021.
  8. Adjourn. With no further business before the Board, Commissioner Haygood made a motion to adjourn. Commissioner Roberts seconded the motion. Motion carried by a 5/0 vote in favor of. Meeting was adjourned at 9:03 P.M.