



**Meeting Minutes**  
**April 3, 2017**  
**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, April 3, 2017 at 7:00 P.M. The following was discussed;

1. Commissioner Huber called the Bexar County Emergency Services District No. 4 Meeting to Order at 7:00 P.M. and established a quorum. All Commissioners were in attendance. The Pledge of Allegiance was recited.
2. Citizen Public Forum. (3-minute time limit per individual). No citizens were present to speak.
3. Approval of the minutes from the March 13, 2017. Commissioner Surratt made a motion to approve the minutes. Commissioner Taylor seconded the motion. Motion carried by a 5/0 vote in favor of.
4. Discussion and appropriate action on the following;
  - a. Ms. Carri Baker from Linebarger, Goggan, Blair & Sampson presented the status of delinquent tax collections. Commissioner Surratt made a motion to extend the tax collection contract for an additional five years. Commissioner Rasmussen seconded the motion. Motion carried by a 5/0 vote in favor of.
  - b. Mr. Costantino reported that the Leon Springs Volunteer Fire Department (LSVFD) is continuing to work on the fire department equipment analysis for the support of ESD 4 and Fair Oaks Ranch. The analysis is a planning activity in preparation for the San Antonio Annexation of part of the ESD 4 service area and how the three interested parties (ESD 4, Fair Oaks Ranch, and LSVFD) would move forward on providing emergency services post annexation.
  - c. The Board conducted the annual review of the ESD Investment Policy. No modifications were made to the subject policy and it will continue to be used to guide the ESD investments.
  - d. The Board reviewed and adopted the ESD 4 Anti-Fraud Policy. Commissioner Surratt made a motion to adopt the subject Policy. Commissioner Taylor seconded the motion. Motion carried by a 5/0 vote in favor of.
  - e. The Board reviewed and adopted the ESD 4 Procurement and Contracting Policy.

Commissioner Rasmussen made a motion to adopt the subject Policy. Commissioner Taylor seconded the motion. Motion carried by a 5/0 vote in favor of.

5. Leon Springs Volunteer Fire Department (LSVFD) Reports due to ESD 4. Mr. Costantino summarized and reviewed agenda items 5.a and 5.b with the Board.
  - a. Presentation of the Run Report by the Service Provider.
  - b. Presentation of the Financial Reports by the Service Provider. Mr. Costantino reviewed the LSVFD expenditures for March 2017.
  - c. Action by the ESD 4 Board on approving the reimbursement request and monthly payment to the LSVFD. Commissioner Taylor made a motion to approve the reimbursement request and the monthly payment to the Service Provider. Commissioner Mohn seconded the motion. Motion carried by a 5/0 vote in favor of.
6. Financial Report
  - a. The Board discussed the opening of a two-year investment Certificate of Deposit (CD) with Firstmark Credit Union. Commissioner Surratt made a motion to authorize Messrs. John Huber, Stephen Surratt, and Charles Laljer to open a CD not to exceed \$250,000 with Firstmark. Commissioner Rasmussen seconded the motion. Motion carried by a 5/0 vote in favor of.
  - b. Commissioner Surratt reviewed the District Financial Report.
  - c. The outstanding bills owed by ESD 4 were reviewed.
  - d. Action by the Board on approving payments by ESD 4. Commissioner Taylor made a motion to pay the bills after the Board reviewed the expenses. Commissioner Mohn 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 scheduled meeting for the ESD 4 will be on May 1, 2017.
8. The ESD 4 Board entered a Closed Session at 7:52 P.M. The Board re-entered Open Session at 7:59 P.M.
9. Adjourn. With no further business before the Board, Commissioner Surratt made a motion to adjourn. Commissioner Taylor seconded the motion. Motion carried by a 5/0 vote in favor of. Meeting was adjourned at 8:00 P.M.