



**Meeting Minutes**  
**February 5, 2018**  
**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, February 5, 2018 at 7:05 P.M. The following was discussed;

1. Commissioner Huber called the Bexar County ESD 4 Meeting to Order at 7:00 and establish a quorum. Commission Surratt was unable to attend. The Pledge of Allegiance was recited.
2. Citizen Public Forum. (3-minute time limit per individual). No citizens chose to speak.
3. Approval of the minutes from the January 8, 2018 Board Meeting. Commissioner Huber motioned that the minutes be amended to read that he was 10 minutes late on January 8, 2018 and that Commissioner Surratt started the meeting. Commissioner Huber took over the meeting upon his arrival. Commissioner Mohn made a motion to approve the January 8, 2018 minutes with the proposed amendment. Commissioner Taylor seconded the motion. Motion carried by a 4/0 vote in favor of.
4. Leon Springs Volunteer Fire Department (LSVFD) Reports due to ESD 4. Mr. Costantino summarized and reviewed the following 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 January 2018.
  - c. Action by the ESD 4 Board on approving the reimbursement request and monthly payment to the LSVFD. Commissioner Rasmussen motioned to approve the reimbursement request and the monthly payment to the Service Provider. Commissioner Taylor seconded the motion. Motion carried by a 4/0 vote in favor of.
5. Discussion and appropriate action on the following:
  - a. LSVFD Assistant Chief Cooley discussed his inspection of a 1997 Pierce Ladder Truck for possible acquisition in order to maintain the current ESD 4 insurance rating. Assistant Chief Cooley stated that he had inspected the truck top to bottom and that there was only a small list of things to be repaired mostly cosmetic. Brindlee Mountain Fire Apparatus has agreed to fix the identified items. The truck will also be good for swift water rescues, as the ladder extends down to 12 to 14 inches off the

ground. Commissioner Huber tabled action on the truck procurement until after the executive session.

- b. Mr. Gabe Perez, Perez Project Consulting, reported on the construction of a temporary, sleeping area within Station 132. Mr. Perez reported that the work had been completed by the Sabinal Group. During the final walk through, the LSVFD reported a light fixture not working. Mr. Perez stated that he would investigate the issue.
  - c. Mr. Costantino, LSVFD, reported on the installation of a fire hydrant on the Station 134 grounds for fire fighter safety while re-filling trucks. Mr. Costantino stated that there was already a stub-out for a hydrant from when Station 134 was built. All that remained was for the installation of a hydrant. A-1 Meters will pull the necessary permit from SAWS and install the hydrant for \$10,000. Commissioner Rasmussen motioned to approve the installation of the hydrant on Station 134 grounds. Commissioner Taylor seconded the motion. Motion carried by a 4/0 vote in favor of.
6. Financial discussions and appropriate action;
- a. The annual fiscal year audit is in progress and Ms. Nixon, CPA, is requesting information as needed from the ESD Administrator and LSVFD.
  - b. District financials
    - i. The discussion of the district financial report was tabled until the March Board meeting.
    - ii. The outstanding bills owed by ESD 4 were reviewed.
    - iii. Action by the Board on approving payments by ESD 4. Commissioner Rasmussen made a motion to approve payments for the District. Commissioner Mohn seconded the motion. Motion carried by a 4/0 vote in favor of.
7. Determine date, time and possible agenda items for the next meeting. The next scheduled Board meeting is March 5, 2018.
8. The ESD 4 Board entered a Closed Session at 7:48 P.M.
- a. Mr. Gabe Perez is working on finding a property to purchase close to LSVFD Station 132. There is a possibility that the Leon Springs Villas will make their Club House Property available to the ESD 4 by either donation or purchase at a minimal cost. Mr. Perez stated that even if the property is donated, it may not be a good investment due to the topography or other possible issues. The ESD 4 should still ensure that the proper steps are taken, such as, a Title search, environmental survey, ground sampling, and asbestos sampling of the current building, to protect the District. Commissioner Mohn made a motion that the subject property should continue to be

- investigated. Commissioner Rasmussen seconded the motion. Motion carried by a 4/0 vote in favor of.
- b. The Commissioners tabled a discussion of compensating Mr. Charles Laljer for his duties as the District Administrator/Comptroller. Commissioner Huber would like to have a list of the Administrator/Comptroller duties to be performed and will meet with Mr. Laljer on the topic.
  - c. The Board re-entered Open Session at 8:10 P.M.
9. The ESD 4 Board further considered the purchase of the Ladder Truck. Commissioner Taylor made a motion to approve the purchase of the 1997 Pierce Ladder Truck for \$149,000. Commissioner Rasmussen seconded the motion. Motion carried by a 4/0 vote in favor of.
10. Adjourn. With no further business before the Board, Commissioner Taylor made a motion to adjourn. Commissioner Rasmussen seconded the motion. Motion carried by a 4/0 vote in favor of. Meeting was adjourned at 8:15 P.M.