



**Meeting Minutes
November 6, 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, November 6, 2017 at 7:00 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. All the Commissioners were present. The Pledge of Allegiance was recited and a moment of silence for the loss of a Leon Springs Volunteer Firemen.
2. Citizen Public Forum. (3-minute time limit per individual). No citizens chose to speak.
3. Approval of the minutes from the October 2, 2017 Board Meeting. 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. 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 October 2017.
 - c. The Commissioners discussed the LSVFD establishment of a reserve fund. Commissioner Surratt made a motion to approve the establishment of a LSVFD reserve fund not to exceed \$150,000 to cover six weeks of operating expenses. Commissioner Rasmussen seconded the motion. Motion carried by a 5/0 vote in favor of.
 - d. 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 5/0 vote in favor of.
5. Discussion and appropriate action on the following;
 - a. The Commissioners discussed the retention of Mr. Gabe Perez, Perez Project Consulting, to research upgrades to Station 132 in Leon Springs and continue investigation of properties along Toutant-Beauregard. Commissioner Surratt made a

motion to continue retention of Mr. Perez to research possible relocation of Station 132 in Leon Springs and continue investigating properties along Toutant-Beauregard. Commissioner Taylor 2nd the motion. Motion carried by a 5/0 vote in favor of.

- b. Mr. Gabe Perez's report on the investigation of Station 132 status was deferred.
 - c. Mr. Joe Constantino, LSVFD, reported that the annual inventory is been is in the process of being updated. LSVFD plans to have the inventory completed prior to the December Board meeting.
 - d. The ESD 4 Board discussed the potential impact of the City of Fair Oaks annexation of several properties immediately adjacent to the city and in the ESD.
6. Financial discussions and appropriate action;
- a. The Commissioners discussed the retention of Ms. Margaret Nixon, CPA, to conduct the annual ESD 4 audit. Commissioner Mohn made a motion to retain Ms. Margaret Nixon for the conduct of ESD 4 Fiscal Year 2017 audit. Commissioner Taylor 2nd the motion. Motion carried by a 5/0 vote in favor of.
 - b. Commissioner Surratt presented the financial reports of the District.
 - 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 approve payments for the District. Commissioner Surratt 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 Board meeting is December 4, 2017.
8. The ESD 4 Board entered a Closed Session at 7:47 P.M. The Board re-entered Open Session at 8:00 P.M.
9. Adjourn. With no further business before the Board, Commissioner Taylor made a motion to adjourn. Commissioner Mohn seconded the motion. Motion carried by a 5/0 vote in favor of. Meeting was adjourned at 8:06 P.M.