



**Meeting Minutes**  
**May 2, 2022**  
**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 May 2, 2022, at 7:00 P.M. 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. All the Commissioners were present.
2. Citizen Public Forum. No citizens chose to speak.
3. The approval of the minutes from the April 4, 2022, Board Meeting. Commissioner Surratt motioned to approve the minutes from the April 4, 2022, Meeting Minutes. Commissioner Lopez-Maddox 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. Summarized and reviewed the following with the Board.
  - a. Mr. Costantino, LSVFD Treasurer, presented the March 2022 Run Report by the Service Provider.
  - b. Chief Hardenstine presented the LSVFD Chief's report. Department reports were provided by Assistant Chief Ramon. The LSVFD response to the Camp Bullis April 2022 wildfire was presented. LSVFD provided a follow-up report to the Board on a citizen complaint that had been e-mailed to the Commissioners.
  - c. Mr. Costantino reviewed the LSVFD expenditures for April 2022.
  - 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 Lopez-Maddox seconded the motion. Motion carried by a 5/0 vote in favor of.
5. Division Chief (DC) Maldonado provided a report on the number of responses Acadian, Bexar County Medical Transport, makes to the District and their response times. DC Maldonado will continue to provide quarterly updates on the Acadian responses.
6. Financial discussions and appropriate action:
  - a. Mr. Charles Laljer, District Administrator, provided the quarterly investment report for the District investments through March 2022.
  - b. Mr. Laljer reported that Ms. Margaret Nixon, CPA, was finalizing the Fiscal Year 2021 Audit and would be turning it into Bexar County by the end of May 2022.
  - c. Mr. Laljer reviewed the May 2022 financial report.

- d. The outstanding bills owed by ESD 4 were reviewed.
  - e. Action by the Board on approving payments by ESD 4. Commissioner Lopez-Maddox motioned to approve the ESD 4 payment requests. Commissioner Rasmussen seconded the motion. Motion carried by a 5/0 vote in favor of.
7. Discussion and appropriate action on the following:
- a. Mr. Laljer reported that he had met with LSVFD on possible performance metrics to be included in the new contract. The possible metrics were response time, fire hydrant servicing, public education, and building pre-plans. The final metrics will be coordinated with LSVFD and provided in the draft contract.
  - b. Mr. Laljer reported that he had reached out to the two social media companies that had provided presentations during the SAFE-D conference. Both companies had called and were providing e-mails about their services. Mr. Laljer will follow-up with Commissioner Lopez-Maddox on the information when available.
  - c. Mr. Laljer reported that the Station 134 back-up generator contract had been awarded to Francis Electric for \$97,400. The generator will be installed in approximately 40 weeks.
  - d. The Board discussed the different firms conducting Sales and Use Tax Compliance monitoring and the status of the Avenu contract for the District. Commissioner Huber discussed the material he provided to the Commissioners and recommended the use of HdL based upon other Bexar County ESDs using the service. Mr. Laljer provided an analysis of the sales tax compliance services that the immediate surrounding tax entities use and cost for each service. Mr. Laljer recommended Avenu based upon the 30% remittance rate versus the HdL 35% remittance rate plus \$4,800 annual cost. The Commissioners discussed the different option. Commissioner Lopez-Maddox motioned to have HdL conduct the initial free 90-day analysis without fee and not to sign any contracts at this time. Commissioner Haygood seconded the motion. Motion carried by a 5/0 vote in favor of.
  - e. Mr. Gabe Perez, Perez Project Consulting, reviewed with the Board the Station 132 progress. The contractor is continuing to make slow progress in completing the station. Several subcontractors have not been paid by Sabinal and are halting work at this time until payment is received.
8. The Board entered into an executive session at 9:22 PM to discuss the status of the Station 132 payments to subcontractors. The Board re-entered regular session at 9:48 P.M.
9. Determine date, time and possible agenda items for the next meeting. The next regularly scheduled Board meeting will be Monday, June 6, 2022.
10. Adjourn. With no further business before the Board, Commissioner Lopez-Maddox made a motion to adjourn. Commissioner Haygood seconded the motion. Motion carried by a 5/0 vote in favor of. Meeting was adjourned at 9:49 P.M.