



Meeting Minutes
May 3, 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 May 3, 2021 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.
2. Citizen Public Forum. No citizens chose to speak.
3. Bexar County Precinct 3 Commissioner Trish DeBerry addressed the ESD 4 Board and meeting attendees.
4. The approval of the minutes from the March 1, 2021, March 15, 2021, and April 5, 2021, Board Meetings. Commissioner Surratt motioned to approve the minutes from the March 1, 2021, March 15, 2021, and April 5, 2021, Board Meetings. Commissioner Roberts 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. summarized and reviewed the following with the Board.
 - a. Mr. Costantino, LSVFD Treasurer, presented the April 2021 Run Report by the Service Provider.
 - b. Chief Hardenstine presented the LSVFD Chief's report.
 - c. Lieutenant Brown discussed the Community Health Paramedic support provided to the District and the EMS report as Lieutenant Maldonado was unavailable.
 - d. Lieutenant Castaneda provided the monthly training report.
 - e. Assistant Chief Ramon discussed the current station operations.
 - f. Mr. Costantino reviewed the LSVFD expenditures for April 2021.
 - g. 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 Rasmussen seconded the motion. Motion carried by a 5/0 vote in favor of.
6. Discussion and appropriate action on the following:
 - a. Mr. Gabe Perez, Perez Project Consulting, presented the status of the Station 132 construction. The building structural steel erection and roof decking is moving along well with electrical and plumbing rough in starting to take place. The anticipated completion date is late September or early October 2021. Mr. Perez is estimating that the contractor will have 45 to 60 days of liquidated damages on the project. The

Board discussed different approaches for the prevention of graffiti on the large retaining wall. Mr. Perez will obtain pricing and technical information on the different approaches.

- b. Mr. Perez reviewed with the Board that the reimbursement requests for the construction and request authorization to pay Sabinal Group up to \$217,287.27. Commissioner Roberts motioned to approve the full reimbursement requests for the professional services and Sabinal Group after Mr. Perez has fully vetted the request. Commissioner Haygood seconded the motion. Motion carried by a 5/0 vote in favor of.
 - c. The Board discussed the possibility of requesting LSVFD move to full-time paid positions starting in Fiscal Year 2022. The need for consistent support and growing call volumes were discussed along with NFPA recommendations on staffing.
 - d. The Board discussed Commissioners Huber and Surratt's meeting with the City of Fair Oaks Ranch and the draft Interlocal Agreement for Emergency Services provided by the City. The Board determined to meet on May 18, 2021 to discuss the agreement.
 - e. Mr. Charles Laljer, ESD 4 Administrator, reviewed the draft ESD 4 5-Year Plan and impact of moving to full-time positions. Mr. Laljer will continue to develop the plan based upon direction from the Board.
 - f. Mr. Laljer reviewed the Ad Valorem Taxation and annual budget setting schedule with the Board.
 - g. The Board conducted the annual review of the District Investment Policy. Commissioner Rasmussen motioned to appoint Mr. Laljer as the District Investment Officer. Commissioner Roberts seconded the motion. Motion carried by a 5/0 vote in favor of.
 - h. Mr. Laljer presented the status of the Security 101 installation of Access Control for Station 132s and 134.
 - i. Mr. Laljer presented the status of the Structural Engineer inspection of Station 134.
 - j. Mr. Laljer reviewed the status of the state required Cyber Security Training.
7. Financial discussions and appropriate action:
- a. Mr. Laljer provided the status of Fiscal Year 2020 Annual Audit by Ms. Margaret Nixon, CPA. The Audit will be finalized within one-weeks and turned into the County at that time.
 - b. Mr. Laljer presented the Quarterly Investment report for the second quarter of Fiscal Year 2021.
 - c. Mr. Laljer provided the May 2021 ESD 4 financial report. Commissioner Surratt requested that the ESD 4 financial reports be provided at least three days prior to the meeting to allow for review. Commissioner Surratt motioned to forgo the reading of the financial reports provided to the Commissioners prior to the scheduled Board meetings. Commissioner Haygood seconded the motion. Motion carried by a 5/0 vote in favor of.

- d. The outstanding bills owed by ESD 4 were reviewed.
 - e. 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.
8. Determine date, time and possible agenda items for the next meeting. The next regularly scheduled Board meeting will be Monday, June 7, 2021.
9. Adjourn. With no further business before the Board, Commissioner Roberts made a motion to adjourn. Commissioner Rasmussen seconded the motion. Motion carried by a 5/0 vote in favor of. Meeting was adjourned at 9:29 P.M.