



Meeting Minutes
September 16, 2024
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 September 16, 2024, at 7:00 P.M. The following was discussed:

1. Commissioner Rasmussen called the Bexar County ESD 4 Meeting to Order at 7:00 P.M. and established a quorum. Commissioner Haygood was unable to attend.
2. Citizen Public Forum. No citizens chose to speak.
3. Discussion and appropriate action on the following:
 - a. Mr. Gabe Perez, Perez Project Consulting, discussed the status of the Ranchland View property:
 - The change in land use to a fire station will be presented to the San Antonio City Council in the near future. No issues are anticipated
 - Mr. Perez discussed the need to extend the Escrow agreement for the construction of the sanitary sewer. The current agreement expires on December 31, 2024, and funds will be sent to the ESD 4. Sewer construction isn't projected to be completed until the spring of 2025. Commissioner Surratt motioned for Mr. Perez to work with Mr. Bagheri to extend the agreement to July 31, 2025. Commissioner Huber seconded the motion. Motion carried by a 4/0 vote in favor of.
 - Mr. Perez discussed the status of the extension of the sanitary sewer and water lines to the property. Mr. Perez recommended that Collier Engineers move forward with the identification of the water easement for the property and MTR Civil Engineers the topographic mapping for the water main.
 - Commissioner Surratt motioned for Collier Engineers to provide the water line easement. Commissioner Lopez-Maddox seconded the motion. Motion carried by a 4/0 vote in favor of.
 - Commissioner Surratt motioned for MTR Engineers to provide the water line topographic mapping. Commissioner Huber seconded the motion. Motion carried by a 4/0 vote in favor of.
 - b. Mr. Perez discussed the status of the Station 132 Annex and reviewed the projected cost of the construction. Commissioner Surratt asked about the potential to use a modular building to save time and money. Mr. Perez will investigate. Mr. Charles Laljer, ESD 4 Administrator, will investigate if financing is available and possible purchase through interlocal cooperatives.

- c. Mr. Laljer discussed the status of the merger with Leon Springs Fire Department (LSFD) and the on-going activities. The new employees went through open enrollment for medical, dental, and vision insurance and the administration is moving forward with paperless banking. No issues are foreseen with the changeover on October 1, 2024
 - d. Mr. Laljer provided an update on the ESD 4 policies, including the Employee Handbook, Office Standard Operating Procedures (SOPs), Fire Operations Procedures, and Standard Medical Operating Procedures (SMOPs). Mr. Laljer recommended adoption of the new Employee Handbook, continued use of the ESD 4 Policies for Office SOPs, and adoption of the LSFD Fire Operations Procedures and SMOPs. Commissioner Lopez-Maddox motioned to accept Mr. Laljer's recommendation for the ESD 4 Policies and Procedures. Commissioner Surratt seconded the motion. Motion carried by a 4/0 vote in favor of.
 - e. Commissioner Surratt and Chief Ramon discuss the team visit to Pierce to review the build of the two new fire engines. The ESD 4/LSFD team did a detailed review of the truck customization. A small (under \$5,000) price increase is anticipated but it may be offset by a reduction in the number of customer visits as both trucks will have the same configuration. Truck delivery is planned for May 2025.
4. Leon Springs Fire Department (LSFD) reports due to ESD 4
- a. Chief Ramon presented the LSFD Chief's report and addressed any questions to his bi-monthly status report.
 - b. Mr. Joe Costantino reviewed the LSFD expenditures for August 2024. The LSFD is on budget at 100% expenditures and plans to use internal funding for September 2024 operations.
5. The approval of the minutes from the August 5, 2024; August 13, 2024; and August 26, 2024: Board Meetings. Commissioner Huber motioned to approve the Meeting Minutes from the three Board Meetings. Commissioner Lopez-Maddox seconded the motion. Motion carried by a 4/0 vote in favor of.
6. Financial discussions and appropriate action:
- a. Mr. Laljer reviewed the 3rd Quarter Fiscal Year 2024 (FY24) Investment Report.
 - b. Mr. Laljer discussed the retention of Ms. Margaret Nixon, CPA, to conduct the FY24 annual ESD 4 Audit. Mr. Laljer recommended the Board use Ms. Nixon as the auditor but not accept the proposal to conduct bookkeeping for the ESD 4, instead request up to \$500 in Quickbooks training. Commissioner Lopez-Maddox motioned to approve Ms. Nixon for the FY24 Audit and \$500 in training services. Commissioner Huber seconded the motion. Motion carried by a 4/0 vote in favor of.
 - c. Mr. Laljer reviewed the ESD 4 financial report for July 2024.
 - d. Mr. Laljer reviewed the outstanding bills owed by ESD 4.
 - e. Mr. Laljer reviewed the bills to be paid by the ESD 4 on September 17, 2024, future bills through the end of the month, and anticipated payroll. Action by the Board on approving payments by ESD 4. Commissioner Surratt motioned to approve the ESD 4 payroll

payments up to \$200,000 and for Commissioners Surratt and Rasmussen to continue review of operating bills through October 2024. Commissioner Huber 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 will be Tuesday, September 30, 2024, to discuss the Station 135 Conceptual Design. The next regularly scheduled Board meeting will be Monday, October 7, 2024.
8. Adjourn. With no further business before the Board, Commissioner Lopez-Maddox made a motion to adjourn. Commissioner Surratt seconded the motion. Motion carried by a /0 vote in favor of. The meeting was adjourned at 9:01 P.M.