



Meeting Minutes

May 1, 2023

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 1, 2023, 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 commissioners were present.
2. Citizen Public Forum. No citizens chose to speak.
3. The Board discussed the status of the feasibility survey on the property along IH-10, near the intersection of Old Fredericksburg Road. The Civil Engineering study is in progress with the GeoTechnical and Environmental studies on-hold pending the Civil Engineering report. The Board discussed the possible retention of an Architect, Debra Dockery Architects, for siting of a future fire station. Commissioner Surratt motioned to retain the Architect for a fire station site test fit. Commissioner Lopez-Maddox seconded the motion. Motion carried by a 5/0 vote in favor of.
4. The Board discussed the formation of a Committee with Leon Springs Fire Department (LSFD) to initiate development of a new station requirements. The Board determined not to form a committee at this time but to work with LSFD Chief Ramon on setting up tours of new stations in the local are for identification of pros and cons.
5. The approval of the minutes from the April 3, 2023, and April 6, 2023, Board Meetings. Commissioner Haygood motioned to approve the Board Meeting Minutes from April 3, 2023, and April 6, 2023. Commissioner Surratt seconded the motion. Motion carried by a 5/0 vote in favor of.
6. LSFD Reports due to ESD 4. Summarized and reviewed the following with the Board.
 - a. Chief Ramon presented the LSFD report which included the number of runs conducted by LSFD, major incidents in April 2023, and hydrants checked.
 - b. Mr. Costantino reviewed the LSFD expenditures for April 2023.
 - c. Action by the ESD 4 Board on approving the reimbursement request and monthly payment to the LSFD. Commissioner Surratt 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.
7. Discussion and appropriate action on the following:
 - a. Mr. Gabe Perez, Perez Project Consulting, discussed the on-going close out actions with the Sabinal Group and communications with the attorneys. Station 132 is complete except for one punch-list item on the exterior walls. Going forward The ESD 4 Administrator, Mr. Charles Laljer, and LSFD Deputy Chief Creech will be

- working with the Sabinal Group on the final punch-list and any warranty items. With the completion of the construction effort, the Board discussed modifying the Perez Project Consulting contract to reimbursement of time spent working the contractual issues. Commissioner Surratt motioned to modify the Perez Project Consulting Contract to only labor hours expended. Commissioner Rasmussen seconded the motion. Motion carried by a 5/0 vote in favor of.
- b. Commissioner Haygood reviewed the agenda and reported on the actions by the Bexar County ESDs Association (BCESDA). Commissioner Haygood reviewed bills of interest to the ESD 4 that are moving through the current Legislative session.
 - c. Chief Ramon reviewed the procurement of new hose nozzles for better integration with the current truck hose sizes and required flowrates. The Station 134 Bay Door windows are also in the process of being replaced as most of the current ones have broken seals and are fogged inside.
 - d. The Board conducted the annual review of the ESD 4 Investment Policy. Commissioner Rasmussen motioned to appoint Mr. Laljer as the ESD 4 Investment Officer. Commissioner Lopez-Maddox seconded the motion. Motion carried by a 5/0 vote in favor of.
 - e. Mr. Laljer discussed the annual Cyber Security training and working with LSFD on retaining KnowBe4 for combined training. The Commissioners will be advised when the training is available.
8. Financial discussions and appropriate action:
- a. Mr. Laljer reported on the status of the Fiscal Year (FY) 2022 annual audit. The audit will be finished by the end of May 2023. Ms. Nixon was in the process of working a couple of minor issues with capitalization of the Station 132 construction.
 - b. Mr. Laljer presented the 2nd Quarter FY 2023 Investment Report.
 - c. Mr. Laljer reviewed the May 2023 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 Surratt seconded the motion. Motion carried by a 5/0 vote in favor of.
9. Determine date, time, and possible agenda items for the next meeting. The next regularly scheduled Board meeting will be Monday, June 5, 2023.
10. Adjourn. With no further business before the Board, Commissioner Haygood made a motion to adjourn. Commissioner Lopez-Maddox seconded the motion. Motion carried by a 5/0 vote in favor of. Meeting adjourned at 9:05 P.M.