



Meeting Minutes October 3, 2016 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, October 3, September 12, 2016 at 7:00 P.M. The following was discussed;

1. Commissioner Huber called the Bexar County Emergency Services District No. 4 Meeting to Order at 7:00 P.M. and established a quorum. All Board members were present. The Pledge of Allegiance was recited.
2. Citizen Public Forum. (3-minute time limit per individual). There were no citizens present to speak.
3. Approval of the minutes from the September 12, 2016. Commissioner Taylor made a motion to approve the minutes. Commissioner Mohn 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 agenda items 4.a and 4.b 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 Fiscal Year 2017 Budget. There were no expenditures to report as it is the start of the new fiscal year.
 - c. Action by the ESD 4 Board on approving the reimbursement request and monthly payment to the LSVFD. Commissioner Surratt made a motion 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. Discussion of the retention of Mr. Gabe Perez, Perez Project Consulting, to research sub-division development along Toutant-Beauregard and investigate possible fire station locations. Action by the ESD 4 Board approving the retention of Mr. Perez. Commissioner Huber made a motion to authorize Commissioner Surratt and himself to sign the contract retaining Mr. Perez for the ESD 4 research after review of the contract by the Board's attorney. Commissioner Mohn seconded the motion. Motion carried by a 5/0 vote in favor of.

- b. Mr. Costantino updated the Board on the status of the inventory control policies and procedures and annual inventory of equipment. The Board requested a due date of when the inventory will be complete. Mr. Costantino proposed a December 2016 completion date, which the Board accepted. Mr. Costantino will update the Board on the inventory progress at the November 2016 meeting.
- c. Status of solar panel installation on District 4 Fire & Rescue Station 1. Mr. Costantino reported that Advanced Solar reviewed the roof measurements and a letter was submitted to San Antonio City Public Service (CPS). After the CPS review of the system design, an approval will be received in three to four weeks to start the installation.

6. Financial Report

- a. Discussion on the retention of Ms. Margaret Nixon, CPA, for the conduct of the ESD 4 Fiscal Year 16 audit. Action to approve the retention of Ms. Margaret Nixon for the FY16 Audit. Commission Mohn made a motion to retain Ms. Nixon to conduct the FY16 ESD 4 audit. Commissioner Taylor seconded the motion. Motion carried by a 5/0 vote in favor of.

- b. Financial Report.

- 1. The ESD 4 financial reports were reviewed at the meeting. The ESD 4 is in good financial standing entering Fiscal Year 2017 with approximation \$800,000 in operating funds at this time.
- 2. Outstanding bills owed by ESD 4 were reviewed.
- 3. Action by the Board on approving payments by ESD 4. Commissioner Taylor made a motion to pay the bills after the Board reviewed the expenses. Commissioner Rasmussen 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 meeting for the ESD 4 will be on November 7, 2016.
- 8. Adjourn. With no further business before the Board, Commissioner Mohn made a motion to adjourn. Commissioner Surratt seconded the motion. Motion carried by a 5/0 vote in favor of. Meeting was adjourned at 7:34 P.M.