



Meeting Minutes

June 1, 2020

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 June 1, 2020 at 7:00 P.M. Members of the Board and the public were able to attend in person or via phone at 469-480-6297, conference code 805 051 7# due to the COVID-19 Social Distancing guidelines. 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. Commissioner Roberts attended via phone. Commissioner Rasmussen was unable to attend.
2. Citizen Public Forum. No citizens chose to speak.
3. Approval of the minutes from the May 4, 2020 and May 11, 2020 Board Meetings. Commissioner Surratt motioned to approve the May 4, 2020 and May 11, 2020 meeting minutes. Commissioner Roberts seconded the motion. Motion carried by a 3/0 vote in favor of.
4. Leon Springs Volunteer Fire Department (LSVFD) Reports due to ESD 4. Mr. Costantino, LSVFD Treasurer, summarized and reviewed the following with the Board.
 - a. Mr. Costantino presented the May 2020 Run Report by the Service Provider.
 - b. Mr. Costantino reviewed the LSVFD expenditures for May 2020 and noted vehicle maintenance is running over budget at this time.
 - c. Action by the ESD 4 Board on approving the reimbursement request and monthly payment to the LSVFD. Commissioner Surratt motioned to approve the reimbursement of the Service Providers expenses. Commissioner Roberts seconded the motion. Motion carried by a 3/0 vote in favor of.
5. Discussion and appropriate action on the following:
 - a. Mr. Gabe Perez, Perez Project Consulting, presented the status of the Station 132 construction. The contract with Sabinal Group has been signed and Value Engineering Change Order #1 executed. The contractor has started work clearing trees. However, they have run into an issue that the City of San Antonio Tree Inspector was not contacted, hence clearing has stopped until the inspection occurs. Mr. Perez also noted that the Van Delden property adjacent to the station has been sold and that he will be contacting the new owner.

Mr. Perez reviewed Value Engineering Change Order #2. Commissioner Surratt motioned to approve the Engineering Change Order #2. Commissioner Roberts seconded the motion. Motion carried by a 3/0 vote in favor of.

The Board discussed how change orders would be handled. Monthly Board meetings would not meet the need of the Contractor to quickly process routine change orders.

Commissioner Surratt motioned to allow himself, Commissioner Huber, and Mr. Laljer, ESD 4 Administrator, to approve change orders up to \$50,000 and report back to the Board at the next regularly scheduled meeting. Commissioner Roberts seconded the motion. Motion carried by a 3/0 vote in favor of

- b. Action by the ESD 4 Board on approving the reimbursement request by Sabinal Group for the construction progress on Station 132. Commissioner Surratt motioned to approve the reimbursement by Sabinal Group. Commissioner Roberts seconded the motion. Motion carried by a 3/0 vote in favor of.
 - c. Ms. Kay Mohn, Assistance Administrator, presented information on the staffing levels and construction activities of other Bexar County ESDs. Commissioner Huber noted that all the other Bexar County ESDs maintained a staff of full time first responders. Mr. Costantino pointed out that all other Bexar County ESDs were at the full \$0.10 per \$100 valuation on the tax rate to provide the service to the community.
 - d. The Board discussed the preparation of a specification for a new rescue truck to replace Rescue 132. The Board agreed that a committee should be formed with ESD 4, LSVFD, and an outside expert to prepare a specification. Commissioner Surratt motioned to approve form a Truck Specification Committee with Commissioner Huber, Assistant Chief Rice, and Mr. Bill Davidson as members. Commissioner Roberts seconded the motion. Motion carried by a 3/0 vote in favor of.
 - e. Mr. Laljer presented an updated ESD 4 5-Year Plan for Fiscal Years 2021 to 2026. Commissioner Huber noted that the plan should consider an option for full time employees. Commissioner Roberts noted that the plan should consider Training and Environmental Responsibility as higher priorities.
 - f. Mr. Laljer presented a draft ESD 4 Budget for Fiscal Year (FY) 2021 for consideration by the Board.
6. Financial discussions and appropriate action:
- a. Mr. Laljer presented a revised FY 2020 ESD 4 budget for consideration by the Board.
 - b. Mr. Laljer reported that the FY 2019 Annual Audit had been completed and turned into the County.
 - c. Mr. Laljer provided the May 2020 ESD 4 financial report.
 - d. The outstanding bills owed by ESD 4 were reviewed.
 - e. Action by the Board on approving payments by ESD 4. Commissioner Surratt motioned to approve the ESD 4 payment requests. Commissioner Roberts seconded the motion. Motion carried by a 3/0 vote in favor of.
7. Determine date, time and possible agenda items for the next meeting. The next regularly scheduled Board meeting will be July 6, 2020.
8. Adjourn. With no further business before the Board, Commissioner Surratt made a motion to adjourn. Commissioner Roberts seconded the motion. Motion carried by a 3/0 vote in favor of. Meeting was adjourned at 8:32 P.M.