



Meeting Minutes
April 6, 2020
7:00 P.M.

The Bexar County Emergency Services District No. 4 (ESD 4) conducted a telephonic meeting at 210-547-2999, conference code 33450# due to the COVID-19 Bexar County shelter-in-place recommendations. The following was discussed:

1. Commissioner Huber called the Bexar County ESD 4 Meeting to Order at 7:06 P.M. and established a quorum.
2. Citizen Public Forum. Mr. Kenny Mantor from Huband-Mantor Construction (HMC) was on-line and deferred his comments to later in the meeting.
3. Approval of the minutes from the March 2, 2020, March 6, 2020, and March 24, 2020. Commissioner Surratt motioned to approve the March 2, 2020, March 6, 2020, and March 24, 2020 Meeting Minutes. Commissioner Rasmussen seconded the motion. Motion carried by a 4/0 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 March 2020 Run Report by the Service Provider.
 - b. Mr. Costantino reviewed the LSVFD expenditures for March 2020.
 - 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 request and the monthly payment to the Service Provider. Commissioner Rasmussen seconded the motion. Motion carried by a 4/0 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 bid package. He is continuing to work with Sabinal Group on their Value Engineering changes which will become the first Station 132 Engineering Change Proposal if the bid is accepted. Mr. Perez anticipates a construction award in April 2020. Mr. Mantor spoke to the Board and thanked the ESD for the opportunity to bid on the project. He noted that their bid was \$390,000 lower than Sabinal Group and which he felt is a substantial amount of money. Mr. Mantor is confident that HMC could successfully execute the project.
 - b. Mr. Charles Laljer, ESD 4 Administrator, provided the Board information on the status of discussions with the City of Fair Oaks Ranch (FOR) for possible Emergency Services starting in Fiscal Year 2021. Draft information on the costs to provide emergency service consistent with the current LSVFD contract and service coverage

- the same as the ESD were provided to Mr. Tobin Maples, FOR City Manager. Mr. Maples has not responded to the initial draft information.
- c. Mr. Laljer briefed the Board on the status of the State Mandated Cyber Awareness Training. The ESD 4 has signed up for the Texas Director of Information Resources (DIR) tracking tool for recording completion of training. There are multiple State approved on-line courses for the training. The training is due by June 14, 2020. Commissioner Surratt motioned to approve the selection and purchase of Cyber Awareness On-line Training. Commissioner Roberts seconded the motion. Motion carried by a 4/0 vote in favor of.
 - d. Mr. Laljer provided an overview of the required ESD 4 State reporting to the State Agriculture Commissioner and the Texas Commission of Emergency Management.
6. Financial discussions and appropriate action:
- a. The Board conducted an annual review of the ESD 4 Investment Policy. Commissioner Rasmussen motioned to approve the Policy and appoint Mr. Laljer as the ESD 4 Investment Officer. Commissioner Roberts seconded the motion. Motion carried by a 4/0 vote in favor of.
 - b. Mr. Laljer provided the status of the Fiscal Year 2019 Annual Audit being conducted by Ms. Margaret Nixon, CPA. Ms. Nixon is finishing up the audit and it will be completed in April 2020.
 - c. Mr. Laljer provided the March 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 made a motion to approve payments for the District. Commissioner Roberts 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 May 4, 2020.
8. Adjourn. With no further business before the Board, Commissioner Rasmussen made a motion to adjourn. Commissioner Surratt seconded the motion. Motion carried by a 4/0 vote in favor of. Meeting was adjourned at 8:10 P.M.