



**Meeting Minutes
December 5, 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, December 5, 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 November 7, 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 LSVFD expenditures for November 2016.
 - c. Action by the ESD 4 Board on approving the reimbursement request and monthly payment to the LSVFD. Commissioner Taylor made a motion to approve the reimbursement request and the monthly payment to the Service Provider. Commissioner Rasmussen seconded the motion. Motion carried by a 5/0 vote in favor of.
5. Discussion and appropriate action on the following;
 - a. The update on the acquisition of a new light rescue truck was deferred. Captain Rice, LSVFD, is still obtaining additional quotes.
 - b. Mr. Costantino updated the Board on the status of the inventory control policies. The subject policies are fully in place and the inventory is continuing.

- c. The installation of solar panels on the District 4 Fire & Rescue Station 1 will start in two to three weeks' weather permitting.
 - d. The Board concurred with the development of development of ESD 4 policies relating to Code of Ethics, Anti-fraud, Procurement and Contracting, Professional Services, and Human Resources.
 - e. The update by Mr. Gabe Perez, Perez Project Consulting, on housing development construction along Toutant-Beauregard was deferred to the closed session.
6. Financial Report
- a. All of the audit material for Fiscal Year 2016 has been provided to Ms. Margaret Nixon the ESD 4 Auditor and the annual audit is on-going.
 - b. Financial Report.
 - 1. Commissioner Surratt reviewed the District Financial Report.
 - 2. Outstanding bills owed by ESD 4 were reviewed.
 - 3. Action by the Board on approving payments by ESD 4. Commissioner Mohn 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. The ESD 4 Board entered a Closed Session at 7:15 and discussed potential parcels of land for possible fire station development with Mr. Gabe Perez. No actions were taken. The Board re-entered Open Session at 7:45.
8. Determine date, time and possible agenda items for the next meeting. The next scheduled meeting for the ESD 4 will be on January 9, 2017.
9. Adjourn. With no further business before the Board, Commissioner Taylor made a motion to adjourn. Commissioner Mohn seconded the motion. Motion carried by a 5/0 vote in favor of. Meeting was adjourned at 7:46 P.M.