



**Meeting Minutes
December 6, 2021
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 6, 2021, at 7:00 P.M. The following was discussed:

1. Commissioner Rasmussen called the Bexar County ESD 4 Meeting to Order at 7:02 P.M. and established a quorum. Commissioners Huber and Lopez-Maddox were unable to attend.
2. Citizen Public Forum. No citizens chose to speak.
3. The approval of the minutes from the November 1, 2021, and November 15, 2021, Board Meetings. Commissioner Surratt motioned to approve the minutes from the November 1, 2021 and November 15, 2021 Board Meetings. Commissioner Haygood 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. Summarized and reviewed the following with the Board.
 - a. Mr. Costantino, LSVFD Treasurer, presented the October 2021 Run Report by the Service Provider.
 - b. Chief Hardenstine presented the LSVFD Chief's report. Department reports were provided by:
 - EMS Report, Captain Maldonado
 - Training, Captain Castaneda. An annual training report was discussed and different outputs from the current record keeping system will be explored and presented to the Board.
 - Operations, Assistant Chief Ramon.
 - c. Mr. Costantino reviewed the LSVFD expenditures for November 2021.
 - d. 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 Haygood 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 construction is on-going and the pace of activities is increasing.
 - b. Mr. Perez reviewed with the Board the Sabinal Group pay application 15 for up \$192,500.00 along with several change orders. Commissioner Haygood motioned to

- approve pay application 15 after Mr. Perez's documentation review and the presented change orders. Commissioner Surratt seconded the motion. Motion carried by a 3/0 vote in favor of.
- c. The Board discussed the purchase of new radios. The purchase of portable radios will be deferred until Fiscal Year 2023 and a set number will be procured annually. Assistant Chief Ramon will obtain fresh bids for vehicle radios and will coordinate the installation of the base station radios.
 - d. Mr. Charles Laljer, ESD 4 Administrator, provided the status of a back-up generator for Station 134. The specification for the generator is still in development and will be reviewed with the Board prior to release for bids.
 - e. Mr. Costantino discussed the start of the annual department inventory of equipment.
6. Financial discussions and appropriate action:
- a. Mr. Laljer presented the quarterly investment report.
 - b. Mr. Laljer reviewed the December 2021 financial report.
 - c. The outstanding bills owed by ESD 4 were reviewed.
 - d. Action by the Board on approving payments by ESD 4. Commissioner Surratt motioned to approve the ESD 4 payment requests. Commissioner Haygood 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 Monday, January 3, 2022.
8. Adjourn. With no further business before the Board, Commissioner Surratt made a motion to adjourn. Commissioner Haygood seconded the motion. Motion carried by a 3/0 vote in favor of. Meeting was adjourned at 8:36 P.M.