



## Meeting Minutes October 7, 2024 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 7, 2024, at 7:00 P.M. The following was discussed:

1. Commissioner Haygood called the Bexar County ESD 4 Meeting to Order at 7:04 P.M. and established a quorum. All Commissioners were present.
2. Citizen Public Forum. No citizens chose to speak.
3. The approval of the minutes from the September 16, 2024, and September 24, 2024, Board Meetings. Commissioner Huber motioned to approve the Meeting Minutes from the Board Meetings. Commissioner Lopez-Maddox seconded the motion. Motion carried by a 5/0 vote in favor of.
4. Discussion and appropriate action on the following:
  - a. Mr. Gabe Perez, Perez Project Consulting, discussed the status of the Ranchland View property:
    - Mr. Perez provided the information requested by the ESD 4 attorney on the meetings with Mr. Bagheri and Collier Engineering to date, on the replat and sanitary sewer extension. This was to support the response to Mr. Bagheri's attorney's letter.
    - The property replat is underway by MTR Engineers. Collier Engineering is providing the required information and forms for the water and sewer easements at the front of the property.
  - b. Mr. Perez discussed the possibility of constructing the Station 132 Annex using a modular building vendor. The Bexar County Fire Marshall's office was surveyed, and they use a structural building. Only temporary operations are conducted out of modular buildings. A building with a residential look will cost approximately \$300 to \$350 per square foot versus \$650 for commercial construction. Commissioner Haygood asked if the Operations personnel could support a 18 to 24-month construction period. Assistant Chief Creech stated that they could as some command staff have been moved to Station 420 temporarily.
  - c. Mr. Charles Laljer, Lead Administrator, discussed the status of the Office Standard Operating Procedures (SOPs). Mr. Laljer stated that an initial draft had been provided to the Commissioners for comment and that he was continuing to update the document. Additional updates are planned to be incorporated for the November 4, 2024, Board Meeting. Mr. Laljer also noted that some updates had been identified for the Employee

Handbook as it was reviewed and utilized by the Command Staff. Comments and recommendations are being gathered for presentation to the Board in the January 2025 timeframe.

- d. Mr. Laljer presented the proposed contract for Dr. Ogden to be retained as the Medical Director for the ESD 4. The Board requested that the contract be reviewed by the ESD 4 attorney and shared with Dr. Ogden for review.
  - e. Mr. Laljer reviewed three proposals that had been received from financial institutions for the financing of the new pumpers due in May 2025. No information had been received from a fourth vendor. The Board requested that the proposal period be held open for the fourth vendor to respond and for a potential reduction in interest rates.
  - f. Assistant Chief Creech and the Board discussed which vehicles should have their badging updated to the new ESD 4 logo. The Board concurred with Assistant Chief Creech recommended to re-badge the public relations ladder truck and four Command vehicles.
  - g. The Board discussed the possible retention of another attorney to represent the ESD 4. Commissioner Surratt will reach out to Mr. Campbell to discuss the need to be more attentive to the ESD 4 requests for document review.
5. Assistant Chief Creech presented the Chief's report to include major responses, vehicle status, training conducted, and mobile integrated health activities. Mr. Joe Costantino provided the final Leon Springs Fire Department financial report for September 2024.
  6. Financial discussions and appropriate action:
    - a. Mr. Laljer reviewed the ESD 4 financial report for October 2025.
    - b. Mr. Laljer reviewed the outstanding bills owed by ESD 4.
    - c. Mr. Laljer reviewed the bills to be paid by the ESD 4 on September 30, 2024, future bills through the end of the month, and anticipated payroll. Action by the Board on approving payments by ESD 4. Commissioner Rasmussen motioned to approve the ESD 4 payroll payments up to \$350,000 and for Commissioners Surratt and Rasmussen to continue review of operating bills through October 2024. Commissioner Surratt seconded the motion. Motion carried by a /0 vote in favor of.
  7. Determine date, time, and possible agenda items for the next meeting. The next scheduled Board meeting will be October 10, 2024, and October 24, 2024, to discuss the Station 135 Conceptual Design. The next regularly scheduled Board meeting will be Monday, November 4, 2024.
  8. Adjourn. With no further business before the Board, Commissioner Huber made a motion to adjourn. Commissioner Lopez-Maddox seconded the motion. Motion carried by a 5/0 vote in favor of. The meeting was adjourned at 9:11 P.M.