



Meeting Minutes
October 13, 2022
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 Thursday October 13, 2022, at 7:00 P.M. The following was discussed:

1. Commissioner Huber called the Bexar County ESD 4 Meeting to Order at 7:03 P.M. and established a quorum.
2. Citizen Public Forum. No citizens chose to speak.
3. The approval of the minutes from the September 1, 2022, and September 12, 2022, Board Meetings. Commissioner Haygood motioned to approve the September 1, 2022, and September 12, 2022, Board Meeting Minutes. Commissioner Rasmussen seconded the motion. Motion carried by a 5/0 vote in favor of.
4. Leon Springs Fire Department (LSFD) Reports due to ESD 4. Summarized and reviewed the following with the Board.
 - a. Mr. Joe Costantino, LSFD Treasurer, presented the July 2022 Run Report by the Service Provider.
 - b. Assistant Chief Ramon presented the LSFD Chief's report and discussed that Chief Hardenstine will be resigning as Chief and moving into the Safety Officer position when a new Chief is appointed.
 - c. Mr. Costantino reviewed the LSFD expenditures for September 2022.
 - d. Action by the ESD 4 Board on approving the reimbursement request and monthly payment to the LSFD. Commissioner Surratt motioned to approve the reimbursement of the Service Providers expenses. Commissioner Lopez-Maddox seconded the motion. Motion carried by a 5/0 vote in favor of.
5. Financial discussions and appropriate action:
 - a. Mr. Charles Laljer, Administrator, discussed the retention of Mr. John Schafer, CPA, for Fiscal Year 2023. Commissioner Lopez-Maddox motioned to retain Mr. Schafer as the ESD 4 Accountant. Commissioner Rasmussen seconded the motion. Motion carried by a 5/0 vote in favor of.
 - b. Mr. Laljer discussed the retention of Ms. Margaret Nixon, CPA, for the Fiscal Year 2022 annual audit. Commissioner Rasmussen motioned to retain Ms. Nixon to conduct the annual audit. Commissioner Lopez-Maddox seconded the motion. Motion carried by a 5/0 vote in favor of.
 - c. Mr. Laljer presented and discussed the quarterly investment report.

- d. Mr. Laljer reviewed October 2022 financial report closing out fiscal year 2022 and highlighting that the District was moving to accrual based accounting from cash accounting.
 - e. The outstanding bills owed by ESD 4 were reviewed.
 - f. Action by the Board on approving payments by ESD 4. Commissioner Lopez-Maddox motioned to approve the ESD 4 payment requests. Commissioner Haygood seconded the motion. Motion carried by a 5/0 vote in favor of.
6. Discussion and appropriate action on the following:
- a. The Board reviewed and discussed a Resolution on the retention of Service Provider and ESD 4 employees in the event the ESD 4 starts providing first responder services. Commissioner Surratt motioned that all employees of LSF and ESD 4 in good standing at the time of any Service Provider Contract termination be retained on a six-month probationary period for review by the Board or their designee for continued employment. Commissioner Lopez-Maddox seconded the motion. Motion carried by a 5/0 vote in favor of.
 - b. The Board discussed the procurement of a new pumper truck via Buy Board or the Houston-Galveston Area Council of Governments purchasing cooperatives. Assistant Chief Ramon discussed that pre-built trucks were a seven-to-eight-month delivery and custom trucks 14 to 18 months delivery. Commissioner Surratt motioned to authorize up to \$900,000 for the procurement of a new, fully equipped pumper truck via a purchasing cooperative. Commissioner Haygood seconded the motion. Motion carried by a 5/0 vote in favor of.
 - c. The Board discussed the procurement of a replacement HVAC for Station 134. Assistant Chief Ramon reported that he was obtaining quotes for the new HVAC but many residential companies were not interested in the fire department work which is considered commercial.

Division Chief Maldonado discussed and presented information on new cardiac monitors as the current systems are starting to reach end of life. The Zoll Cardiac Monitor was recommended on a 10-year, fixed, annual lease which will provide automatic replacement of monitors if damaged, upgrades when new models are available, and software updates. Commissioner Rasmussen motioned to enter into the lease of the Zoll Cardiac Monitor for 10-years. Commissioner Lopez-Maddox seconded the motion. Motion carried by a 5/0 vote in favor of.
7. The Board entered Executive Session at 8:36 P.M. to discuss the status of the Station 132 construction and the General Contractor contract.
8. The Board re-entered the Open Session at 9:15 P.M.
9. Mr. Perez reviewed the Sabinal Group pay application #23 for \$64,023.32 and other presented invoices. Commissioner Rasmussen motioned to authorize Mr. Perez to move forward with offering the Sabinal Group scenario 1 on the liquidated damages and approve pay application after Mr. Perez's documentation review and other invoices presented. Commissioner Surratt seconded the motion. Motion carried by a 5/0 vote in favor of.

10. The Board entered Executive Session at 9:17 P.M. to discuss a medical issue that LSFDF responded to and the resultant hospital transport and a discussion on the LSFDF Contract clause for the hiring of a new Chief.
11. The Board re-entered the open session at 10:52 P.M.
12. The Board considered the LSFDF Contract clause for the appointment of a committee for the establishment of the qualifications for a new Chief. The Board will have a dedicated meeting on November 24, 2022, to allow additional time for consideration.
13. The Board entered Executive Session at 10:53 P.M. to discuss the Administrator performance.
14. The Board re-entered the open session at 10:58 P.M.
15. Commissioner Rasmussen motioned to raise the Administrators salary to \$42,000 annually and the Assistant Administrators pay to \$15.00 per hour. Commissioner Haygood seconded the motion. Motion carried by a 5/0 vote in favor of.
16. Determine date, time and possible agenda items for the next meeting. The next Board meeting will be Monday September 24, 2022, for discussion on the appointment of a committee for determination of the Chief's qualifications. The next regularly scheduled Board meeting will be Monday, November 7, 2022.
17. Adjourn. With no further business before the Board, Commissioner Lopez-Maddox made a motion to adjourn. Commissioner Rasmussen seconded the motion. Motion carried by a 5/0 vote in favor of. Meeting was adjourned at 11:00 P.M.