



Meeting Minutes October 2, 2023 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 2, 2022, at 7:00 P.M. The following was discussed:

1. Commissioner Haygood called the Bexar County ESD 4 Meeting to Order at 7:00 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 6, 2023, Board Meeting. Commissioner Rasmussen motioned to approve the Board Meeting Minutes from September 6, 2023. Commissioner Huber 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. LSFD President Biediger discussed the merger of LSFD and ESD 4 and provided a LSFD Board Resolution in favor of the merger.
 - b. Chief Ramon presented the LSFD Chief's report and discussed the Monthly Run Report, significant incidents, training, Community Health Paramedic activities, public relations, and a detailed status of the District vehicles.
 - c. Mr. Costantino reviewed the LSFD expenditures for September 2023.
5. Discussion and appropriate action on the following:
 - a. Mr. Charles Laljer, Administrator, and Mr. Gabe Perez, Perez Project Consulting, provided an update on the contract close out actions for the Sabinal Group. Mr. Perez provided an update on the Discovery material provided to the Sabinal Group's attorney. The ESD 4 is communicating with its legal counsel and anticipates a mediation request by the Sabinal Group in the near future.
 - b. Mr. Laljer reviewed the status of the property along IH-10 Eastbound Access Road and Ranchland View. A Phase 1 Environmental Assessment was completed, and a GeoTechnical Study deferred due to the heavy tree coverage. Mr. Laljer recommended the ESD 4 complete the purchase of the property. Commissioner Rasmussen motioned to appoint Commissioner Haygood as the ESD 4 agent to complete the property purchase for \$1,750,000. Commissioner Huber seconded the motion. Motion carried by a 5/0 vote in favor of.

- c. The Board discussed the supplemental material provided by the Architects for the design of a new station. Both architecture firms are highly qualified and closely matched. Commissioner Lopez-Maddox motioned to request a fixed price proposal for a fire station design from RVK Architects. Commissioner Rasmussen seconded the motion. Motion carried by a 5/0 vote in favor of.
 - d. The Board discussed the possible sale of Rehab 134 as a surplus vehicle and requested Chief Ramon obtain a recommended sale price for the truck.
 - e. Mr. Laljer discussed the status of a possible contract with Camp Stanley to provide emergency services to the base. Information has been provided to the base leadership and the ESD 4 is waiting on a response for further action.
 - f. Mr. Laljer updated the Board on the initial investigation of a merger between the ESD 4 and LSF. A study will be started on the actions to complete the merger with lessons learned incorporated from LSF leadership and other ESDs. Mr. Laljer recommended that the ESD 4 Board make a go/no-go decision on the merger in April 2024.
 - g. The Board discussed the LSF recommendation to add 12 additional full-time personnel in October 2024. Mr. Laljer recommended the Board act on the recommendation in early 2024 along with long-term planning for Fiscal Year 2025.
 - h. The Board discussed a new logo with LSF and made a final modification to samples presented to add "ESD" to the logo. Chief Ramon will obtain final samples for approval in November 2023.
6. Financial discussions and appropriate action:
- a. The Board discussed the retention of Mr. John Schafer, CPA, as the ESD 4 Accountant. Commissioner Huber motioned to engage Mr. Schafer as the ESD 4 Accountant. Commissioner Surratt seconded the motion. Motion carried by a 5/0 vote in favor of.
 - b. The Board discussed the retention of Ms. Margaret Nixon, CPA, as the ESD 4 Auditor for Fiscal Year 2023. Commissioner Huber motioned to engage Ms. Nixon as the ESD 4 Auditor. Commissioner Lopez-Maddox seconded the motion. Motion carried by a 5/0 vote in favor of.
 - c. Mr. Laljer provided the October 2023 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 Huber motioned to approve the ESD 4 payment requests. Commissioner Lopez-Maddox seconded the motion. Motion carried by a 5/0 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, November 6, 2023.
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 9:08 P.M.