



**Meeting Minutes**  
**March 6, 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 March 6, 2023, at 7:00 P.M. The following was discussed:

1. Commissioner Huber 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 February 6, 2023, and March 1, 2023, Board Meetings. Commissioner Haygood noted that the February 6, 2023 Minutes for Item 5.c required correction for nine of 12 Bexar County ESDs had joined the association. Commissioner Surratt motioned to approve the Board Meeting Minutes with the noted correction. Commissioner Haygood 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. Chief Ramon presented the LSFD Chief's report which included the number of runs conducted by LSFD, major incidents in February 2023, and hydrants checked.
  - b. Mr. Costantino reviewed the LSFD expenditures for February 2023.
  - c. The ESD 4 Board discussed the LSFD exceeding the current Fiscal Year 2023 planned budget in order to hire additional personnel. The LSFD outlined their plan to promote one of the current Captains to Deputy Chief and then backfill the position. Commissioner Surrat motioned to approve LSFD exceeding the proposed budget for additional personnel. Commissioner Rasmussen seconded the motion. Motion carried by a 5/0 vote in favor of.
  - d. Action by the ESD 4 Board on approving the reimbursement request and monthly payment to the LSFD. Commissioner Lopez-Maddox motioned to approve the reimbursement of the Service Providers expenses. Commissioner Haygood seconded the motion. Motion carried by a 5/0 vote in favor of.
5. Financial discussions and appropriate action:
  - a. Mr. Charles Laljer, ESD 4 Administrator, reviewed the March 2023 financial report.
  - b. The outstanding bills owed by ESD 4 were reviewed.
  - c. Action by the Board on approving payments by ESD 4. Commissioner Rasmussen 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. Commissioner Haygood reviewed the agenda and reported on the actions by the Bexar County ESDs Association (BCESDA).
  - b. Mr. Gabe Perez, Perez Project Consulting, reported that the Station 132 is complete except for a couple of minor items and the Bexar County Fire Marshall had issued the Certificate of Occupancy. The Board date for the Grand Opening of the stations was March 11, 2023. Mr. Perez discussed the final two pay applications received from The Sabinal Group. One for several final change orders and one for the retainage. The Board called Mr. Ken Campbell, ESD 4 Legal Counsel, and discussed the final pay applications including the liquidated damages calculation for the delay completion of the station in accordance with the contract. Mr. Campbell advised to share the liquidated damages calculation with The Sabinal Group and not pay the final retainage until all the subcontractor lien releases were provided and warranties in place per the contract.
  - c. Mr. Perez reviewed the presented invoices for his services and the Sabinal Group change order pay application. Commissioner Rasmussen motioned to authorize payment of Perez Project Consulting and the pay application for the change orders after Mr. Perez had confirmed the work was satisfactorily completed. Commissioner Lopez-Maddox seconded the motion. Motion carried by a 5/0 vote in favor of.
  - d. The Board discussed the payment of an honorarium to Mr. Josh Brown for sharing his subject matter expertise during the March 1, 2023 Board Meeting. Mr. Campbell advised that an honorarium could not be paid as Mr. Brown was not under contract as a consultant to provide the expertise and did so voluntarily. The Board requested that Mr. Laljer draft a letter to Mr. Brown's employer expressing the ESD 4 appreciation.
  - e. The Board discussed the possibility of retaining additional legal counsel for when Mr. Campbell was not available to address questions. No action was taken on the matter.
  - f. The Board discussed the potential order of a second Pierce Enforcer Rescue Pumper of the same style as ordered January 31, 2023 due to the age of the current ESD 4 engines and long lead time of 24-months for delivery. Commissioner Surratt motioned to order a second Pierce Rescue Pumper for delivery in 2025. Commissioner Lopez-Maddox seconded the motion. Motion carried by a 5/0 vote in favor of.
  - g. The Board discussed bids for the upgrade of the Station 134 air conditioning upgrade. SA Specialties was the low bidder for replacement of the four air conditioning units, reworking the ducting, and adding insulation over the drop ceiling. Commissioner Surratt motioned to authorize SA Specialties to upgrade the Station 134 HVAC. Commissioner Haygood seconded the motion. Motion carried by a 5/0 vote in favor of.
  - h. Mr. Laljer presented his findings on attempting to locate property suitable for a new fire station along the IH-10 corridor west of the Old Fredericksburg intersection. Few properties are available, and all were several million dollars. The most promising property was located near the intersection of IH-10 West and Fair Oaks Parkway. Commissioner Rasmussen motioned to authorize Mr. Laljer to offer up to \$1.8

million for the property and to start the necessary purchase inspections if accepted by the current owners. Commissioner Haygood 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, April 3, 2023.
8. Adjourn. With no further business before the Board, Commissioner Rasmussen made a motion to adjourn. Commissioner Lopez-Maddox seconded the motion. Motion carried by a 5/0 vote in favor of. Meeting was adjourned at 9:34 P.M.