



Meeting Minutes

July 8, 2025

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 Tuesday July 8, 2025, 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 the Commissioners were present.
2. Citizen Public Forum. No citizens chose to speak.
3. The Board entered Executive Session at 7:02 P.M. per Texas Government Code §551.071 for consultation with the ESD 4 Attorney, Mr. Robert Wilson, on the termination appeal of Mr. Michael Koerner. The Board returned to the open session at 7:53 P.M. No action was taken during the Executive Session.

In the open session, Commissioner Surratt motioned for Counsel to proceed as directed in the Executive Session in regard to Mr. Koerner's termination appeal. Commissioner Lopez-Maddox seconded the motion. Motion carried by a 5/0 vote in favor of.

4. Approval of the minutes for June 9, 2025; June 16, 2025; June 23, 2025; and June 27, 2025; Board Meetings. Commissioner Huber motioned to approve the Meeting Minutes from the Board Meetings. Commissioner Surratt seconded the motion. Motion carried by a 5/0 vote in favor of.
5. ESD 4 Board discussions:
 - a. Mr. Gabe Perez, Perez Project Consulting, discussed the status of the Ranchland View property. The IH-10 Westbound sanitary sewer outfall (main connector for the Ranchland View property) is complete allowing the start of the ESD 4 sewer. All of the necessary documents for the plat of the ESD 4 property are completed except for the final construction of the sanitary sewer and water line. D&M Owens is revising their proposal for the sewer line and are awaiting approval from Mr. Bagheri to proceed.
 - b. The Administration Building construction design documents and permitting are almost "Shovel Ready" for any available grants. The architect has submitted the construction drawings to the Fire Marshall's office for permitting. All permits should be completed in September 2025.
 - c. Mr. Charles Laljer, Administrator, provided the status of discussions with the City of Fair Oaks Ranch on the renewal of an Interlocal Agreement for Emergency Services to the city. The initial discussions are scheduled for June 22, 2025. Commissioner Haygood will be unavailable until June 25, 2025 and requested that the meeting be rescheduled.

- d. Mr. Laljer presented a revised Fiscal Year 2025 (FY25) budget for review and the status of capital equipment purchases. Commissioner Surratt motioned to adopt the revised FY25 budget. Commissioner Lopez-Maddox seconded the motion. Motion carried by a 5/0 vote in favor of.
 - e. Mr. Laljer presented a proposed FY26 budget for review and addressed major line items in the budget. A revised FY26 budget will be provided to the Board in two weeks as some of the line items solidify.
 - f. Chief Meckel and Assistant Chief Sandlin discussed the status of improved Camp Stanley response. A geofence is now in place for cell phone calls and testing of the response will occur in the next couple of weeks.
 - g. Mr. Laljer discussed the possible paths forward for retention of a Human Resources consultant and possible use of a software platform for hosting department policies. Commissioner Haygood requested that an update of the Employee Handbook take top priority and be pulled forward as soon as possible.
6. Chief Meckel, Assistant Chief Sandlin, and Lieutenant Burgess presented the Chief's report to include:
- June 2025 run report with major responses for the month
 - EMS Ambulance run statistics
 - Apparatus status
 - Status of the ladder truck refurbishment
 - Graphics in the Command Vehicles and public relations ladder truck
 - Open positions
 - Chief Meckel discussed the Insurance Services Office (ISO) assessment of the District. The ESD 4 was three points short of maintaining the current status rating which is recoverable with a response to the current findings. The Chief is working a response and future planning.
7. Financial discussions and appropriate action:
- a. Mr. Laljer reviewed the ESD 4 financial report for July 2025.
 - b. Mr. Laljer reviewed the bills paid by the ESD 4 through June 2025.
 - c. Action by the Board on approving payments by ESD 4. Commissioner Surratt motioned to approve the ESD 4 bills. Commissioner Lopez-Maddox seconded the motion. Motion carried by a 5/0 vote in favor of.
8. The Board entered into Executive Session at 9:08 P.M. per Texas Government Code §551.071 for consultation with the ESD 4 Attorney, Mr. Robert Wilson, on the performance of the Interim Fire Chief, search for a permanent Fire Chief, and the settlement with Mr. Craig Ramon. The Board returned to the open session at 10:00 P.M. No action was taken during the Executive Session.

9. Determine date, time, and possible agenda items for the next meeting. The next regularly scheduled Board meeting will be Monday, August 4, 2025.
10. Adjourn. With no further business before the Board, Commissioner Lopez-Maddox made a motion to adjourn. Commissioner Huber seconded the motion. Motion carried by a 5/0 vote in favor of. The meeting was adjourned at 10:02 P.M.