



**Meeting Minutes**  
**August 26, 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 August 26, 2024, 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. Commissioner Surratt was unable to attend.
2. Citizen Public Forum. No citizens chose to speak.
3. The Commissioners discussed the proposed Fiscal Year 2025 (FY25) Emergency Services District No. 4 Ad Valorem tax rate of \$0.057207 per \$100 assessed valuation which will generate approximately \$3,086,483 in tax revenue. The tax rate is a 19.56% increase over the No New Revenue tax rate of \$0.047848 per \$100 assessed valuation and a 15.3% over the Voter Approval Rate of \$0.049617 per \$100 assessed valuation. Commissioner Huber motioned to approve the ESD 4 FY25 Ad Valorem tax rate. Commissioner Rasmussen seconded the motion. Motion carried by a 4/0 vote in favor of.
4. Mr. Gabe Perez, Perez Project Consulting, discussed the status of the Ranchland View Station 135 and Station 132 Office Annex conceptual designs.
  - Mr. Perez discussed the Debra Dockery Architects proposed design fees for the Station 132 Office Annex. The ESD 4 Commissioners requested that the architects review the proposed fees for reduced pricing options. Mr. Charles Laljer, ESD 4 Lead Administrator, observed that the architect cost of \$200,000 is currently unbudgeted and would require the use of reserve funds
  - MTR Civil Engineers provided pricing for the construction of the Station 135 water line. Mr. Perez will speak with Alina Holdings on the sharing of the water line cost and possibly bundling construction with the sewer line.
  - Mr. Perez recommended the ESD 4 Board form a committee for any Station 132 Office Annex to facilitate design decisions.
5. Mr. Laljer and Chief Ramon presented Health Insurance options for FY25. The ESD 4 Board discussed the options and determined the self-insurance of health care best suited the employees. Commissioner Rasmussen motioned to use Maple-Brooks Insurance for ESD 4 Health Insurance in FY25. Commissioner Huber seconded the motion. Motion carried by a 4/0 vote in favor of.

6. Mr. Laljer discussed the status of the ESD 4 Policies and Procedures (P&P) development. Four volumes are being produced with the focus on the Employee Handbook, Volume 1. Volumes 3 and 4 are the Fire Operations and Emergency Medical Services (EMS) Standard Medical Operating Procedures (SMOPs). These are subject matter expert (SME) P&Ps developed by the Fire Chief and Medical Director, respectively. Mr. Laljer recommended adoption of the Leon Springs Fire Department (LSFD) Fire Operations and EMS SMOPs. Commissioner Huber requested additional time to review the documents prior to adoption.
7. Determine date, time, and possible agenda items for the next meeting. The next regularly scheduled Board meeting will be Monday, September 16, 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 4/0 vote in favor of. The meeting was adjourned at 9:29 P.M.