

Comal County Emergency Services District #7

Minutes of January 21, 2022 Meeting

1. **CALL TO ORDER**

A regular meeting was held at 550 Landa Street, New Braunfels City Hall and was called to order at 8:30 A.M. by President James Frye. The following other Commissioners were present: Christine Seidel, Kim Carroll, Greg Drake, and Mark Kauzlarich.

2. **STATEMENT OF QUORUM**

A quorum was declared. ESD#7 accountant, Pat Wagner and City of New Braunfels Assistant Fire Chief, Matt Bushnell were also in attendance.

3. **APPROVAL OF MINUTES OF PRIOR MEETING**

Members reviewed Minutes from the December 17, 2021 meeting. On a motion made by Christine Seidel and seconded by Mark Kauzlarich, to accept the Minutes, the motion carried unanimously.

4. **CITIZEN COMMENT**

There were no comments from citizens.

5. **REVIEW CITY CALL REPORT**

There was a brief discussion regarding the December 2021 Call Report. It was noted that the call volume was up (96 total calls). Chief Bushnell explained that a PD Assist call occurred when the Police or Sherriff's department called for EMS assistance on a call.

6. **CHIEF'S REPORT**

Chief Bushnell stated that 33 to 35 applications for the Fire Chief position had been received and were being screened. The application period is closed. A selection committee has not yet been organized. He stated that there had been up to 35 COVID cases within the Fire Department but that they had effectively worked around the absences. COVID cases are up but the EMS has not been stressed at this point. Hospitals have moved to ER diversion because of the high number of COVID cases. Chief Bushnell stated that progress on all of the fire station projects was slightly delayed, but that Station 3 will be substantially complete in February and Station 2 is about a month behind Station 3. He has continued discussions with Canyon Lake Fire and EMS regarding establishing an automatic aid agreement. The City is working on the GIS map/system to support the agreement.

7. **TREASURER'S REPORT**

Pat Wagner reviewed the year end Balance Sheet and Income Statement. There was a

loss for the year of \$41,475.54. The loss was due to several factors; timing of the 2020 true-up expense, additional legal and administrative expense for the sales tax election. There was a discussion regarding the timing of the true-up calculation and the ESD7 year end. Ms. Wagner stated that tax collections were up from the prior year so far. She also stated that a \$431,000 payment to the City will need to be considered along with other bills. On a motion made by Mark Kauzlarich and seconded by Christine Seidel, to accept the Treasurers Report, the motion carried unanimously.

8. CLOSED MEETING OF BOARD OF EMERGENCY SERVICES COMMISSIONERS TO MEET AND CONFER WITH LEGAL COUNSEL PURSUANT TO SECTION 551.071, TEXAS GOVERNMENT CODE

A closed meeting was not held.

ACTION AGENDA

9. DISCUSSION AND ACTION ON PAYMENT OF BILLS.

Pat Wagner presented the following bills for payment

- James Frye - \$113.64 – Annual Breakfast Meeting
- Burns Anderson Jury & Brenner, LLP - \$1,160.20 – Legal Services
- Patricia Wagner - \$735.00 – Accounting Services

Ms. Wagner led a discussion regarding payments due to the City for quarterly, equipment fund, and true-up payments as follows:

- Q4 2021 Vehicle Svc - \$20,000.00
- Q1 2022 Vehicle Svc - \$20,000.00
- Q1 2022 Contract Svc - \$431,846.75
- Contract Svcs True Up for 2020 - \$53,100.00

On a motion made by Christine Seidel and seconded by Mark Kauzlarich to approve payment of the bills, specifically including the 4 payments to the City of New Braunfels, the motion carried unanimously.

10. Appoint a committee to get information required by the State Comptroller regarding sales tax collections.

There was a discussion regarding the development of an accurate list of addresses and business entities transacting business within the boundary of ESD7 for the purpose of assessing and collecting sales tax. Kim Carroll stated that he had discussed the subject with Angela Hemphill, ESD 2,3 CFO, and reported that their organization utilizes a service provider for sales tax assurance services. There was a discussion regarding the establishment of a committee to research and report on means and methods for accurate assessment of a sales tax. Christine Seidel and Greg Drake volunteered to create and operate a committee for Sales Tax Assurance. The board also discussed the upcoming SAFE-D conference in Round Rock, February 17-19 regarding possible attendance to talk to potential vendors of sales tax services. Mark Kauzlarich said that he would be interested in attending.

11. Approve soliciting an engagement letter for the 2021 audit from Reed & Company

Patricia Wagner led a discussion regarding solicitation of services for the Annual Audit. She stated that Reed & Company had been sold and that the current staff did not include a government accounting/auditing expert. On a motion made by Christine Seidel and seconded by Greg Drake to authorize Patricia Wagner to solicit informal proposals for audit services from one or more qualified firms, the motion carried unanimously.

DISCUSSION ITEMS:

- A. OLD BUSINESS:** Kim Carroll stated that he had spoken with Angela Hemphill, ESD 2,3 CFO to discuss progress with their boundary project. The surveying firm has prepared a preliminary boundary map but has questions regarding New Braunfels and Schertz ETJ boundaries that they are working through with the respective cities. He stated that he would contact the surveying firm directly to discuss meeting with them for an update. Mark Kauzlarich will join Kim Carroll to form a Boundary Study Committee and will attend any meetings with Mr. Carroll. There was a discussion regarding the payee list in the TxPool account. James Frye recommended removal of the Frost Bank money market account from the list even though the account has been closed. The board concurred with his recommendation, and he will obtain the form to remove the account from TxPool.
- B. NEW BUSINESS/ANNOUNCEMENTS:** The Board conducted officer elections for 2022. The following officer positions were proposed:
President – James Frye
Vice-President – Christine Seidel
Secretary – Kim Carroll
Treasurer – Greg Drake
Assistant Treasurer – Mark Kauzlarich
On a motion made by Christine Seidel and seconded by Greg Drake to approve the proposed officer positions, the motion carried unanimously.
- C. NEXT MEETING:** The next regular meeting of ESD-7 will take place at 8:30 A.M, February 18, 2022 at 550 Landa Street, New Braunfels City Hall.
- D. ADJOURNMENT:** There being no further business, the meeting was adjourned at approximately 9:55 a.m.



Kim Carroll, Secretary