

Comal County Emergency Services District #7

Minutes of July 15, 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 8:35 A.M. by Vice President Christine Seidel.

2. STATEMENT OF QUORUM

The following Commissioners were present: Christine Seidel, Kim Carroll, and Mark Kauzlarich. James Frye attended via phone connection. A quorum was declared. ESD7 Accountant, Patricia 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 June 23, 2022 meeting. On a motion made by Kim Carroll and seconded by Mark Kauzlarich, to accept the Final version of Minutes, the motion carried unanimously.

4. CITIZEN COMMENT

There were no comments from citizens.

5. REVIEW CITY CALL REPORT

Chief Bushnell presented the call report.

- There were 0109 calls; 70 were for EMS.
- Christine Seidel asked about the 323 call code; motor vehicle/ pedestrian accident. Chief Bushnell said that the department was working to better define call types and the associated response. He said that more detailed call descriptions would allow for more efficient assignment of personnel and units. He stated that Nbfd was working with other departments in the region to define and standardize call codes for mutual aid response.
- Mark Kauzlarich asked about requirements for "hot work" permits in regard to the grass fire at FM 306/Hoffman Ln. Chief Bushnell said that permits are not required in the city except for roofing projects.

6. CHIEF'S REPORT

Assistant Chief Bushnell presented the Chief's Report, as follows:

- The Station 7 groundbreaking will be in August. The board will be notified when the date is set.
- Chief Lozano secured approval from City Council for the order of an additional engine which will be funded from the projected 2024 budget year. Delivery is projected to be December 2022.
- Station 5 is being considered for renovation or demolition/relocation.
- Station 2 first run is scheduled for September 2.
- A meeting with the City's GIS specialists, ESD3, and ESD7 to review current

boundaries was held Friday, 7-1-22, 9 a.m. at City Hall. The boundary differences/discrepancies are being worked on by the City GIS specialists and the ESD3 surveying/GIS consultant. There was a discussion of possible boundaries for an automatic aid agreement between ESD3 and ESD7. Nbfd and ESD 3 will meet in the next 2 weeks to review and consider automatic aid boundaries based on response time. There was a discussion regarding compensation for automatic aid calls. Chief suggested that an in-kind arrangement for some level of attendance at the Nbfd training facility would be considered for an in-kind arrangement. There was a discussion regarding adequate response force. There was a discussion regarding public information meetings regarding the process of automatic aid. Christine Seidel suggested an article in the Impact magazine that describes the Nbfd and ESD7 relationship.

7. TREASURER'S REPORT

Pat Wagner presented the Treasurer's Report, as follows:

- The current checking account balance of \$259,843.45 is in excess of the FDIC insurance level of \$250,000 due to the first sales tax deposit. Ms. Wagner contacted Frost Bank to inquire about security pledges to insure the additional amount. Frost Bank told her that all governmental deposits were supported by security pledges, including the ESD7 account.
- Ms. Wagner suggested that the balance in the checking account be utilized for operating expenses. The board members concurred with her recommendation.
- The July sales tax deposit was approximately \$249,000 and has been deposited into the TxPool account. The sales tax collected for ESD 7A is accounted for separately but will be coded as Sales Tax for ESD7 accounting purposes.
- Interest for June in the TxPool account was \$2,063.
- The City contract was discussed regarding the 95% of total Ad Valorem taxes cap for all payments to the City.
- Mark Kauzlarich asked if there is a statutory cap on the ESD7 reserve balance. Ms. Wagner said that there are guidelines regarding the reserve fund balance relative to 3 or more months of operating funds. She said that there is not a statutory cap on reserve funds.
- The board members discussed the need for a high fund balance to cover future capital needs of ESD7 such as fire station construction in the Mayfair development area.

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.

Two bills were presented for payment.

Mathews and Johnson, CPA - \$8,175.00 – Audit Preparation Services (Ms. Wagner said that an additional charge of \$675 on this invoice was for editing the final report to include the true-up cost which was not available at the time of initial completion of the report)

Patricia Wagner - \$393.75 – Accounting Services

The third quarter payments for services and maintenance fund are also due to the City of New Braunfels - \$451,846.75 + \$20,000 = \$471.846.75

On a motion made by Kim Carroll and seconded by Mark Kauzlarich, to pay the bills and City payments as presented, the motion carried unanimously.

DISCUSSION ITEMS:

- A. **OLD BUSINESS:** There was no old business to discuss.
- B. **NEW BUSINESS/ANNOUNCEMENTS:** Pat Wagner discussed the timeline and process of adopting a tax rate for the current tax year. The rate analyses are scheduled to be available by the 2nd week of August. September 15th is the deadline for adoption of the tax rate and notification to the Tax Assessor-Collector. There will need to be a public hearing with proper notice prior to consideration of adoption by the board. Ms. Wagner said that she will prepare a timeline for the board's information and use. Greg Drake and Christine will be designated as primary contacts for the Tax Office, and Pat Wagner will be designated as the public information contact. Ms. Wagner said that she will be prepared to review the audit report at the next meeting.
- C. **NEXT MEETING:** The next regular meeting of ESD-7 will take place at 8:30 A.M., August 19, 2022, at 550 Landa Street, New Braunfels City Hall.
- D. **ADJOURNMENT:** There being no further business, the meeting was adjourned at approximately 9:50 a.m.



Kim Carroll, Secretary