

Comal County Emergency Services District #7

Minutes of March 25, 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 President James Frye. The following other Commissioners were present: Christine Seidel, Kim Carroll, Greg Drake, 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 February 18, 2022 meeting. On a motion made by Kim Carroll and seconded by Christine Seidel, 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 distribution of the report. Chief Bushnell stated that he would set up a group email for distribution. He reported that total calls for February were 100 which is down slightly. He also stated that there were 2 structure fires; one with a 2 minute response time and the other with an 8 minute response time.

6. **CHIEF'S REPORT**

Chief Bushnell stated that a selection for the Fire Chief position had been made. Ruy Lozano was an assistant chief in the Houston Fire Department. No start date has been set. Chief Bushnell stated that the Canyon Lake Fire Department (ESD3) had hired the interim fire chief, Robert Mikel, to fill the position permanently. Chief Bushnell stated that he had been approached by a Gruene River subdivision resident, Matt Shulte, who had questions regarding additional fire hydrants. Chief Bushnell offered to attend a POA meeting to discuss ESD7 and the City of New Braunfels Fire Department services. The next meeting will be April 23, 2022, 11:00 a.m. at 1271 Whitewater Rd. and ESD7 board members are invited. Chief Bushnell stated that the Fire Department is currently; moving into Station 3 and that availability for runs will begin on April 29, 2022. Station 7 bids were received on March 24th and are being evaluated. It is scheduled for a June groundbreaking. If necessary, additional funding would be available through TERS. Chief Bushnell stated that 8 fire fighters had started on Monday, 3/21/22 and that the Department was fully staffed at this point. Chief Bushnell stated that the Department had been authorized to begin the process of ordering/purchasing a new engine.

7. TREASURER’S REPORT

Pat Wagner reviewed most of the reports in the meeting package which covered January and February 2022. She stated that tax collections were currently at 96.2% based on County Tax Office reports. ESD7 is owed delinquent taxes from 2008 through 2020 is about \$20,000. A quarterly payment to the City of New Braunfels will be due next month.

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 four bills for payment as follows:
Mark Kauzlarich - \$805.00 – Fees for continuing education and attendance to the SAFE-D Annual Convention.
Comal County Appraisal District - \$4,939.40 – Tax appraisal services
Burns Anderson Jury & Brenner, LLP - \$161.10 – Professional Legal Services
Patricia Wagner, CPA - \$800.40 – Professional Accounting Services
On a motion made by Greg Drake and seconded by Christine Seidel, to pay the bills as presented, the motion carried unanimously.

10. UPDATE ON 2021 FINANCIAL AUDIT PROPOSALS.

Patricia Wagner stated that she had solicited an additional proposal from a local accounting firm but had not received the response, but she expected to have it for the next meeting.

11. COMMITTEE UPDATE REGARDING SALES TAX.

Christine Seidel discussed her activities regarding development of a final list of entities which had been vetted by the State Comptroller’s office. She stated that 4 people had called to inquire about the cost impact to their businesses. She explained that the State of Texas was already collecting the taxes and that they would now be paid to ESD7. Ms. Seidel discussed the apparent overlap between the ESD7 and Ty Preston Library District boundaries. Each District will receive a share of the taxes collected. Ms. Seidel recommended that ESD7 wait on considering an outside tax service for collection services until ESD7 begins receiving sales tax revenue from the State. Greg Drake discussed his attempt to trace the physical address of a business that he believes operates in his neighborhood. Mark Kauzlarich asked a question regarding taxes on internet sales and who would be the recipient of those revenues. Christine Seidel stated that she would contact the Comptroller’s office to ask the question.

12. UPDATE ON SAFE-D CLASSES ATTENDED BY COMMISSIONER.

Mark Kauzlarich discussed his attendance at the SAFE-D Annual Convention that was

held in Round Rock, TX in February. He attended continuing education classes in Auditing, Legal Matters, and Sales Tax. He stated that all classes and exhibits were informative and helpful. He also discussed the contrast between ESD's across the State of Texas and that they are mostly different.

DISCUSSION ITEMS:

- A. OLD BUSINESS:** Kim Carroll stated that he and Mark Kauzlarich had met with the Havenwood property manager to discuss the operation status of the Cambridge emergency gate. They were informed that the security service contracted by Havenwood POA tested the gate regularly and that it was working. She also stated that she would ask for another test and inform us of the results. After the test she stated that the gate was working but that there was a 10 second delay which would be fixed by gate repair service for Havenwood. Chief Bushnell stated that he would authorize a gate opener test by the Fire Department and would report to the ESD7 Board regarding the results. Kim Carroll also stated that he and Mark Kauzlarich had met with Mr. Keith Wooley with Urban Civil regarding the boundary study being conducted by ESD 2,3. Mr. Carroll led a discussion regarding the various issues that will need to be addressed by ESD 2,3, ESD6, and ESD7 before full resolution of the boundary can be completed.
- B. NEW BUSINESS/ANNOUNCEMENTS:** James Frye stated that all commissioners had not signed the signature authorization form for the sales tax revenue bank account. Mark Kauzlarich signed the form.
- C. NEXT MEETING:** The next regular meeting of ESD-7 will take place at 8:30 A.M, April 22, 2022 at 550 Landa Street, New Braunfels City Hall.
- D. ADJOURNMENT:** There being no further business, the meeting was adjourned at approximately 9:48 a.m.



Kim Carroll, Secretary