

Comal County Emergency Services District #7

Minutes of February 16, 2023 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.

2. STATEMENT OF QUORUM

The following Commissioners were present: James Frye, Christine Seidel, Kim Carroll, Greg Drake, and Mark Kauzlarich. A quorum was declared. ESD7 Accountant Patricia Wagner, Assistant City Manager Jared Werner, Fire Chief Ruy Lozano, and Assistant Fire Chief Matt Bushnell were also in attendance.

3. APPROVAL OF MINUTES OF PRIOR MEETING

Board members reviewed Minutes from the January 19, 2023 meeting. On a motion made by Christine Seidel and seconded by Greg Drake, 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

Assistant Chief Bushnell presented the call report and asked if there were any questions. Chief Bushnell stated that ESD7 calls were 96 which is nearly the same as the previous month. There were no structure fires. The 7-fatality motor vehicle accident was in ESD7.

6. CHIEF'S REPORT

Assistant Chief Bushnell presented his report, as follows:

- The new engine is en route to New Braunfels and should be in service by Friday, 2/17/23. The new ambulance should be delivered by March 1.
- Station 7 construction is on schedule to be completed in late November and be in service in January 2024.
- Recruits for Station 7 have been hired are in training.

7. CITY CONTRACT REPORT

Assistant City Manager Jared Werner made a presentation regarding ESD7 Call & Cost Analysis, FY 2018 – FY 2023. Subjects covered in the presentation included:

- Contract Highlights
 - Annual payments basis
 - Factors impacting growth in payment for services
- Calls for Service Trends

- Comparison of total calls; Nbfd vs ESD7
- Calls for service in ESD7 growing at twice the rate of City of New Braunfels
- Growth in Nbfd Operating Expenditures
 - Nbfd General Fund budgeted expenditures have increased 38%
 - Increases are driven in large part by growth in compensation/employment costs.
 - Capital costs for Fire Stations and Fleet are funded through a variety of sources such as debt service, general fund, fire recovery fees.
 - ESD7 currently pays \$80,000 to Nbfd as a contribution to fleet maintenance.
- Fire Stations in Veramendi and Mayfair
 - If and when fire stations are necessary, both development agreements specify that the development companies will donate suitable tracts of land for fire station construction and operation.

Discussion of items during and following the presentation:

- Patricia Wagner commented that the 2021 true-up cost was received from the City in late May which was after completion of the ESD7 annual audit. The audit had to be revised and an extension from the June 1 due date had to be granted by the County. Jared Werner said that the un-audited actual operation cost would be submitted to ESD7 in the near future.
- Christine Seidel asked about population growth rates in the City compared to ESD7. Jared Werner said that he would ask the City GIS department to conduct an analysis and would report to the Board with results.
- Chief Lozano stated that the majority of calls to Nbfd in the City and ESD7 are EMS related.
- Mark Kauzlarich asked what percentage of the City's annual budget are administrative/indirect expenses.
- James Frye discussed issues regarding the City's COVID reimbursements.
- Chief Lozano said that Nbfd and developed a cost per mile of operation of fleet vehicles to assist with cost control and budgeting. The current cost per mile is \$1.87.
- Jared Werner said that decisions regarding additional fire stations in Veramendi and Mayfair could be determined by residents' need for shorter response times.

Jared Werner asked to attend next month's ESD7 meeting to discuss the Veramendi sales tax and 2022 true-up cost.

8. TREASURER'S REPORT

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

- Discussion of the Trial Balance
- Balance in TexPool is \$4,868,729.89.
- 87% of 2022 (23) taxes have been paid.

9. 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

10. DISCUSSION AND ACTION ON PAYMENT OF BILLS

The following bills were presented for payment.

Burns Anderson Jury & Brenner, LLP	\$ 20.00
Comal County Appraisal District	\$5,285.24
Patricia Wagner – Accounting Services	\$ 498.75

On a motion made by Kim Carroll and seconded by Mark Kauzlarich, to approve payment of the bills as listed, the motion carried unanimously.

11. DISCUSSION OF ESD 7 BOUNDS

After a discussion to review the ESD7 boundary project, Kim Carroll made a motion to accept the boundary description and map developed by the City of New Braunfels GIS department and to authorize the City of New Braunfels GIS staff to submit the corresponding GIS data and shapefile to the County Engineer's office. The motion was seconded by Christine Seidel and approved by unanimous vote.

12. DISCUSSION OF CITY CONTRACT

There was no further discussion of the City Contract.

13. DISCUSSION OF ANNUAL AUDIT

Pat Wagner discussed the proposed letter of engagement with Haynie & Company. The proposal states that charges would be at hourly rates with a not-to-exceed amount of \$11,500. The proposed cost is comparable to the 2022 audit cost. On a motion made by Christine Seidel and seconded by Mark Kauzlarich, to accept the proposal and authorize execution of the letter of engagement, the motion carried unanimously.

DISCUSSION ITEMS:

- A. OLD BUSINESS:** Christine Seidel discussed the annual report to the County Commissioners and said that it went well. She suggested that we add a map of ESD7 to next year's presentation. She also suggested that we look into public information articles for submission to local monthly publications. There was a discussion of information that should be included on the ESD7 website.
- B. NEW BUSINESS/ANNOUNCEMENTS:** Christine Seidel told the board that Comal County Tax Assessor-Collector Kristen Hoyt had asked her about attending one of our meetings. The board members agreed that it would be a good idea and asked that Christine Seidel extend an invitation to her.

- C. **NEXT MEETING:** The next regular meeting of ESD-7 will take place at 8:30 A.M, Friday, March 17, 2023 at 550 Landa Street, New Braunfels City Hall.
- D. **ADJOURNMENT:** There being no further business, the meeting was adjourned at approximately 10:15 a.m.

A handwritten signature in blue ink, appearing to read "Kim Carroll", is written over a faint, light-colored circular stamp or watermark.

Kim Carroll, Secretary