

# **Comal County Emergency Services District #7**

## **Minutes of June 22, 2023 Meeting**

### **1. CALL TO ORDER**

A regular meeting was held 550 Landa Street, New Braunfels City Hall and was called to order at 8:30 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. Also, in attendance were ESD7 Accountant, Patricia Wagner, New Braunfels Fire Department Fire Chief Ruy Lozano, and Assistant Fire Chief, Matt Bushnell.

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

Board members reviewed Minutes from the May 25, 2023 meetings. 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**

Chief Bushnell presented May 2023 Call Report.

ESD 7 had 97 calls which was 8.7% which is below average for ESD7. There was one structure fire which involved 2 stations from other fire services in addition to New Braunfels Fire Department. The County Fire Marshall was notified regarding possible investigation of the structure fire. There was a discussion regarding City vs County authority for fire investigations.

### **6. CHIEF'S REPORT**

Chief Bushnell presented the Chief's Report as follows:

- The development of an Automatic Aid agreement with Canyon Lake Fire Department (CLFD)(ESD 2 & 3) is progressing. There was a joint meeting of staffs last week and a beta test of the proposed response boundaries and map is being planned. CLFD has provided a draft agreement for review by Nbfd and attorneys. Nbfd is working on exhibit for call descriptions which will be used by both departments. Implementation of the agreement will begin after approval by all ESD boards, possibly in August or September. Angela Hemphill with CLFD is working to schedule a meeting with ESD Board representatives, CLFD, and Nbfd. The estimated number of calls per year subject to Automatic Aid is 50 to 60.
- Station 7 "Topping Off" ceremony is scheduled for July 7<sup>th</sup> at 10:30 a.m. Progress is on schedule, and the project is 45% complete. The substantial completion date is December 23, 2023. The station is projected to be operational during January of 2024.

- The fire training facility is under construction.
- The 10<sup>th</sup> EMS unit has been purchased and is being outfitted. It was originally planned for the 2024 budget year but was purchased because of availability.

## **7. CITY MANAGER OFFICE REPORT**

There was no report from the City Manager's office.

## **8. DISCUSSION OF SB 2370 AND CITY'S DEVELOPMENT AGREEMENTS WITHIN ESD7**

Mark Kauzlarich presented and discussed a map of the Mayfair development. He emphasized that the development is surrounded by the ESD7 service area. He also discussed issues with the collection of a sales and use tax by a water district or MUD. He also stated that the City of New Braunfels has not presented a draft agreement for consideration by the ESD7 Board. Mark Kauzlarich and Christine Seidel will attend a ZOOM meeting on Friday, June 23 regarding development of an agreement. The meeting will also be attended by the city management and legal staffs, and ESD7 attorney, Ken Campbell.

## **9. DISCUSSION AND PRESENTATION REGARDING ACCESS GATE BETWEEN RIVER CHASE AND HAVENWOOD**

Matt Bushnell stated that he has coordinated the placement of a Knox lock on the emergency access gate on Cambridge Dr. There was a general discussion regarding the need for the emergency access gate to remain in place. Kim Carroll suggested that the Board consider adopting a resolution supporting the emergency access gate remaining in place. On a motion made by Christine Seidel and seconded by Greg Drake, to authorize Kim Carroll to contact the ESD7 attorney, Ken Campbell, to discuss and draft a resolution for consideration by the Board, the motion passed unanimously.

## **10. TREASURER'S REPORT**

Patricia Wagner presented the Treasurer's Report as follows:

- Reviewed the May 2023 financial report.
- TxPool balance is slightly over \$8 million.
- TxPool interest payment was \$32,034.
- Mark Kauzlarich asked a question about the purpose of the Comal Appraisal District fee.
- Ms. Wagner said that she had attended the Comal County Commissioners Court meeting immediately before this ESD7 Board meeting to request an additional 15 day extension for presentation of the Annual Audit report. The Commissioners Court granted an additional 15 day extension for completion and submittal of the Annual Audit. The extension is needed because of the transfer of sales tax funds by the State Comptrollers office from the City of New Braunfels to ESD7.

## **11. DISCUSSION OF REFLECTIVE HOUSE NUMBER SIGNS FOR QUICK ADDRESS IDENTIFICATION IN EMERGENCIES**

Christine Seidel told the Board that a resident had contacted her regarding where to acquire reflective address signs for their property. She said that, after some research, that the "Reflective 911 Address" signs are available for purchase from Comal County Signs.

**12. 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**

**13. DISCUSSION AND ACTION ON PAYMENT OF BILLS**

- Comal Appraisal District - \$9,987.86 for property appraisal services
- Haynie & Company - \$9,600.00 for 2022 audit services
- Patricia Wagner - \$525.00 for accounting services

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

**DISCUSSION ITEMS:**

**A. OLD BUSINESS:** There was a discussion regarding an increase in the hourly rate paid to the ESD7 contract accountant, Patricia Wagner. On a motion made by Kim Carroll and seconded by Christine Seidel, to adjust the hourly rate paid to ESD7 contract accountant, Patricia Wagner to \$180, the motion carried unanimously.

Mark Kauzlarich and Christine Seidel with ESD7 attorney Ken Campbell, will attend a ZOOM conference call with City of New Braunfels staff regarding the Mayfair development agreement on Friday, June 23, 2023 at 10:00 a.m.

**B. NEW BUSINESS/ANNOUNCEMENTS:** Christine Seidel has contacted Comal County Tax Assessor, Kristen Hoyt, regarding attending the ESD7 Board meeting in July.

**C. NEXT MEETING:** The next regular meeting of ESD7 will take place at 8:30 A.M. Thursday, July 20, 2023 at 550 Landa Street, New Braunfels City Hall.

**D. ADJOURNMENT:** There being no further business, the meeting adjourned at approximately 9:45 A.M.



Kim Carroll, Secretary