

**COMAL COUNTY**  
**EMERGENCY SERVICES DISTRICT #1**  
**BOARD OF COMMISSIONERS**  
**Board Meeting Minutes, February 16, 2017**

A Regular meeting of the ESD #1 Board was held at the Emergency Services Building at 353 Rodeo Drive, Spring Branch, Texas 78070 on Thursday, the 16<sup>th</sup> day of February, 2017.

**Discussion/Action Items:**

**1. Call meeting to order:**

Having been duly posted, the meeting was called to order at 4:00 p.m. by President Bill Gonser. Commissioners Rhonda Zunker, John Scheffler and Harrell Hicks were present and a quorum was declared. Commissioner Mark Schmalz was absent.

**Guests in attendance:**

Chief Southwell – Bulverde-Spring Branch EMS

Ms. Jo Zuercher – Bulverde-Spring Branch EMS

**Workshop Agenda**

**Public Comment:** In accordance with the Texas Attorney General’s opinion, any public comment that is made on an item that is not on the published final agenda will only be heard by the Board of Commissioners. No formal action, discussion, deliberation, nor comment will be made by the Board of Commissioners. Citizens’ Comments are limited to 3 minutes per citizen.

**Discussion/Action items (continued)**

**2. Approve January 19, 2017 regular meeting minutes:** Commissioner Gonser moved and Commissioner Zunker seconded a motion to approve the minutes as presented. Motion carried,

**3. Consider and approve bills/invoices to be paid:** Commissioner Zunker identified the following as due for payment: (Copies of bills/invoices are at Attachment *1-a thru 1-d.*)

- a. SAFE-D Annual Membership for ESD1 - \$1,100
- b. Comal County Appraisal District - \$19,795.85 (Balance due for collection of Property Tax)
- c. Rhonda Zunker Reimbursement Request - \$2,001.66 which includes (a) Registration of \$1,240 for ESD1 Commissioners attendance at SAFE-D's March 9 – 11, 2017 Training Conference; (b) \$36.66 to New Braunfels Herald-Zeitung for required posting of various notices, and (c) \$725.00 to CNA Insurance for required ESD1 Treasurer Bond. All amounts requested for reimbursement are for previously approved expenditures.
- d. Spring Branch Post Office – Post Office Box annual rental fee of \$64.00. (The amount of the rental fee was provided by conversation with Post Office employee who indicated the bill would be placed in the PO Box but not yet received.) Due in February 2017.

Following discussion and explanation, Commissioner Hicks moved and Commissioner Scheffler seconded a motion to pay bills/invoices as presented. Motion approved.

**4. Review, consider and accept monthly financial reports from Commissioner Zunker:**

Commissioner Zunker presented the Financial Report as of February 16, 2017. This report shows an Operating Balance of \$2,850,810.23. (Attachment 2-a) With outstanding bills of the same date, there are available funds of \$2,829,690.36. The additional amount of \$2,001.66 approved for reimbursement in # 3 above has not been deducted from the available funds amount.

Additional Operating Account information, including a Comal County wire of \$1,118,563.61 for February tax collection is available at Attachment 2-b. A record of remittance from Comal County and interest payments received is at Attachment 2-c.

Discussion also involved a renewal invoice of \$1,582.00 for required ESD1 Officers Liability Insurance. (Attach. 2-d) The invoice due date is March 29, 2017 and will be submitted for payment at the next regular ESD1 Board Meeting.

Additional discussion was based on ESD1's receipt of a proposed cost of \$7,350 for required annual financial audit. Following the discussion, a unanimous decision was made to authorize the President to sign and return the Letter of engagement with ABIP for the 2016 audit. Additional discussion will take place later concerning the cost of the audit and possibility of developing a RFB (request for bid) for future audits.

Commissioner Scheffler moved and Commissioner Hicks seconded a motion to approve the reports as presented. Motion passed

**5. Revisit 2017 ESD1's Budget:** Commissioners Zunker and Gonser led a review/discussion of the current budget. No major discrepancies were noted by any of the Commissioners and no action taken. Budget will continue to be reviewed as needed and appropriate adjustments, if any, will be proposed and acted upon.

**6. Committee and Council Reports:** No reports were made from any of the Committees. Commissioner Gonser provided information concerning February's Council meeting. Committee membership for External Communications was changed from Commissioner Zunker to Commissioner Hicks. Updated List of Committee assignments will be made available upon correction.

**7. Discuss establishing annual Goals and Objectives for ESD1:** Commissioner Gonser led a discussion how/why we need to establish short and long term goals for the ESD in relation to providing service to BSBEMS. He asked each Commissioner to be thinking in terms of what ESD1 could do to help BSBES become more effective and provide greater service(s) to the area population. No action taken and subject will be revisited as necessary.

**8. Discuss process for working with BSBES to procure additional equipment for both ambulances purchased last year (2016):** Commissioner Gonser asked Chief Southwell to begin preparing a list of what needed to be purchased to replace existing equipment from BSBES which was used to place ambulance in operation in 2016. Based upon that list and cost projections, EDS1 will develop a process and time-line for equipment purchases.

**9. Discuss establishing criteria and standards for staffing, vehicle procurement, new unit loose equipment, designing/building new facilities and staff training:** Commissioner Gonser led a discussion involving Chief Southwell and Ms. Zuercher concerning what was needed from BSBES and ESD1 to work more effectively together through the Service Agreement. No action was taken, however it is anticipated that conversation will continue on this subject.

**10. Discuss changing law firms:** Commissioner Gonser led discussion with other Commissioners regarding use of the Carlton Law firm which wrote the Service Agreement and whom ESD1 has used at times in the past. Some concern was brought forth as whether Carlton could be an advocate for ESD1 if they were also legal advisors/advocates for ESD4 and 5 and/or BSBES. There are other firms familiar with this area of legal representation and perhaps information should be gathered for review. No action was taken at this time, however the topic will be revisited in the future as necessary.

**11. Information Item: Discuss March SAFE-D conference (March 9-11, 2017) attendance, agenda, and schedule:** All ESD1 commissioners are registered and have copies of class/ seminar schedules. The commissioners will explore sharing rides and/or car-pooling to location in San Marcos, TX. Mileage reimbursement will be available. No action taken.

**12. Discuss agenda, time and date for next meeting:** The next regular meeting of ESD1 is scheduled for Thursday March 16, 2017 at 4:00 P.M in BSBES Building.

**13. Adjourn:** A motion was made by Commissioner Zunker and seconded by Commissioner Hicks to adjourn. Motion passed and meeting was adjourned at 5:15 P.M.

Harrell Hicks

Acting Secretary

Board Acceptance \_\_\_\_\_ 2017 \_\_\_\_\_, Harrell Hicks  
(Date) (Signature)

**Attachments:**

*1-a: SAFE-D Annual Membership Information for ESD1*

*1-b: Comal County Appraisal District Invoice*

*1-c: Reimbursement Request/Rhonda Zunker*

*1-d: Information concerning Spring Branch Post Office Box Rental fee.*

*2-a: Financial Report dated February 16, 2017*

*2-b: Operating Account History as of February 16, 2017*

*2-c: Record of Comal County Remittances and Interest Payment*

*2-d: Invoice from VFIS of Texas for ESD1 Officer and Volunteer Liability Insurance*