

**COMAL COUNTY**  
**EMERGENCY SERVICES DISTRICT #1**  
**BOARD OF COMMISSIONERS**  
**Board Meeting Minutes for June 21st, 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 Wednesday the 21st day of June 2017.

**Discussion/Action Items:**

**1. Call meeting to order:**

Having been duly posted, the meeting was called to order at 4:02 p.m. by President Bill Gonser. Commissioners Harrell Hicks, John Scheffler, and Mark Schmalz were present and a quorum was declared.

**Guests in attendance:**

Mr. Mark Southwell – Chief – Bulverde Spring Branch ES (BSBES)

Ms. Jo Zuercher – Bulverde Spring Branch EMS (BSBES)

**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 May 18, 2017 regular meeting minutes:** A motion was made and seconded to approve the minutes as presented. Motion carried.

**3. Review, consider and accept monthly financial reports - Commissioner Gonser:** The financial report (attachment 1-a) shows an operating account balance of \$2,317,759.86 with outstanding bills totaling \$2,934.00 resulting in an available funds balance of \$2,314,825.86. Attachment 1-b is the Operation Account History for 2017 YTD. Attachment 1-c is the Property Tax Remittance and Interest Payments thru June 2017. Attachment 1-d is the monthly statement from Broadway Bank including copies of checks that cleared.

**4. Consider and approve bills/invoices to be paid - Commissioner Gonser:** Commissioner Gonser identified the following as due for payment.

- a. ABIP Certified Public Accountants and Advisors – Invoice #49384 - #2,000 - Final bill for 2016 Audit. (Attachment 2)

A motion was made and seconded to accept the financial reports and pay all bills/invoices as presented. Motion carried.

**5. Committee and Council Reports -** Commissioner Gonser reported that he and Chief Southwell visited Station #2 to look at the drainage and asphalt issues. Commissioner Gonser has a meeting with the engineer of Station #2 tomorrow to discuss these problems and potential fixes. The proposed 2018 budget has some funds to correct these issues.

**6. Review Service Providers 2018 Budget -** Commissioners Hicks and Schmalz discussed the BSBES (Non-Profit) 2018 Budget and summarized the major areas of change or increase (attachment 3). Both were comfortable with the process and results but suggested the board defer final approval until after the joint ESD meeting with the BSBES team at 5:30 PM.

**7. Discuss ESD1 2018 Budget and Cost Sharing -** Commissioner Gonser discussed an ESD cost sharing proposal that would modify the percentage each of the 3 ESDs is required to pay the BSBES Non-Profit for 2018 (attachment 4-a), Commissioner Scheffler then presented a summary of ESD1 Cost Sharing Considerations that he had prepared (attachment 4-b). After some discussion, a motion was made and seconded to propose a cost sharing plan with ESD 4 & 5 as follows:

	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
ESD1	45%	43%	40%
ESD4	27.5%	28.5%	30%
ESD5	27.5%	28.5%	30%

The motion was approved 3-1 with Commissioner Scheffler voting no.

Commissioner Gonser then presented the proposed 2018 ESD1 budget (attachment 4-c).

**8. Discuss updating the financial plan** – deferred until next month

**9. Discuss Comal County Integrated Response Committee Memo of Understanding**

**(MOU):** Commissioner Gonser discussed the proposed MOU (attachment 5).

**10, Adjourn to Joint Session and Reconvene.** After discussion within the ESD1 board the president temporarily adjourned the ESD1 board meeting at 5:08 PM to allow the members to attend the joint ESD meeting. The board reconvened immediately following the Joint meeting at 8:22 PM to further discuss the MOU.

**11. Consider and approve MOU** - After a short discussion a motion was made and seconded to have ESD1 sign the MOU. Motion was approved.

**12. Proposed 2018 Capital Acquisition Projects** – Commissioner Gonser presented a list of proposed Capital Acquisition Projects broken out by ESD and BSBES Non-Profit (attachment 6). The Board agreed to approve ESD1’s portion of the building security improvement items (6 & 9). The board further agreed to defer the MIH QRV (item 4). After discussion about the back-up generator (item #1) the board recommended deferral until more of the details are provided and alternate options such as a potential donation from the private sector are pursued.

Commissioner Scheffler asked what the current back- up plan for communications is should the power grid go off-line.

A motion was made and seconded to approve the security modifications (items 6 & 9), defer the MIH vehicle (item 4), and defer the generator (item #1) until more details are provided. Motion was approved. Commissioner Gonser will provide these inputs back to the council to be integrated with the other ESDs.

**13. Discuss agenda, time and date for next meeting:** The next regular meeting of ESD1 is scheduled for Thursday July 20 at 4:00 PM in BSBES Building at Rodeo Dr.

**12. Adjourn:** A motion to adjourn was made, seconded, and passed. Meeting was adjourned at 8:44 P.M.

Mark Schmalz – Comal County ESD1 Secretary

Board Acceptance \_\_\_\_\_ 2017 \_\_\_\_\_, Mark Schmalz  
(Date) (Signature)

**Attachments:**

- 1-a: ESD1 Financial Report for June.*
- 1-b: ESD1 YTD Operating Account History*
- 1-c: ESD1 YTD Property Tax Remittance and Interest Payments*
- 1-d: Monthly Broadway Bank Statement*
- 2: ABIP Certified Public Accountants and Advisor Invoice # 49384*
- 3: Bulverde Spring Branch Emergency Services 2018 Budget*
- 4-a: ESD 1,4, &5 Cost Sharing Proposal*
- 4b: ESD1 Cost Sharing Considerations*
- 4c: Draft ESD1 2018 Budget and proposed additions*
- 5: Comal County Integrated Response Committee MOU*