

**COMAL COUNTY**  
**EMERGENCY SERVICES DISTRICT #1**  
**BOARD OF COMMISSIONERS**  
**Board Meeting Minutes for February 15, 2018**

A Regular meeting of the ESD #1 Board was held at the Emergency Services Building at 353 Rodeo Drive, Spring Branch, Texas 78070 on No. 1 will be held Thursday the 15<sup>th</sup> of February 2018.

**Discussion/Action Items:**

**1. Call meeting to order:** Having been duly posted the meeting was called to order at 4:10 PM by President Bill Gonser. Commissioners Mark Schmalz, Rhonda Zunker and Patrick Feely were present and a quorum was declared.

**Guests in attendance:** Mr. Mark Southwell – Chief/BSBES, Micah Kennedy – BSBES and New Braunfels Fire Department.

**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.

**Public comments made:** Micah Kennedy voiced concern over transport for Premier ER in Bulverde, TX by BSBES.

**Discussion/Action items (continued)**

**2. Approve January 18<sup>th</sup>, 2018 Regular Meeting minutes:** A motion was made and seconded to approve the minutes as presented. Motion carried.

**3. Election of Officers:** The Board elected officers as follows:

d. Secretary - Patrick Feely

e. Vice-Treasurer – not elected

**4. Review, consider, and accept monthly financial reports – Commissioner Zunker:** The financial report (attachment 1-a) shows an operating account balance of \$3,553,344.52 with \$765.00 in checks outstanding (Safe-D registration). There are 3 outstanding bills totaling \$23,299.48 resulting in an available funds balance of \$3,529,280.04. The first bill is for U S Postal Service – Box Rental in the amount of \$70.00 (attachment 1-b). The second bill is from Comal Appraisal District – Balance due in the amount of \$23,192.82. The third bill is from Rhonda Zunker for the legal posting in the New Braunfels Herald-Zeitung in the amount of \$36.66 (attachment 1-c). Attachment 1-d is the Operating Account History for February 2018. Attachment 1-e is the ESD1 Property Tax Remittances from Comal County and Interest Earned YTD.

**5. Consider and approve bills/invoice to be paid – Commissioner Zunker:** Commissioner Zunker discussed the renewal of the Safe-D membership for \$1,100.00 which can be authorized in March. A \$50 per diem for meals for the Safe-D Conference was approved. A motion was made and seconded to pay the 3 outstanding bills as documented in agenda item #4 above. Motion carried.

**6. Authorize change of authorized signers on checking account at Broadway Bank – Commissioner Zunker - Tabled until next meeting.**

**7. Discuss recent discussions with ESD #1 lawyer Daniel Santee and approve funds for these services – Commissioner Gonser**

- a. No restrictions on ESD1 filling board positions with ESD4 or ESD5 residents.
- b. Evaluation of LINK program.

**8. Discuss proposed changes to the Bulverde Spring Branch Emergency Services Council – Commissioner Gonser**

- a. Report by Mark Southwell – Chief/BSBES – see attachment 2.
- b. Station 4 overview on current staffing and future development by ESD4.
- c. Request for damage report on ESD1 vehicle.

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- b. Evaluation of LINK program.

**8. Discuss proposed changes to the Bulverde Spring Branch Emergency Services Council – Commissioner Gonser**

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- b. Station 4 overview on current staffing and future development by ESD4.
- c. Request for damage report on ESD1 vehicle.

d. Commissioner Gonser – ~~Enter local Agreement between ESDs. (see attachment)~~ Joint sessions meeting proposed in place of existing council meeting set for March 20<sup>th</sup>. ESD1 meeting set for 4:00 PM followed immediately by joint ESD meeting at 5PM.

**9. Discuss quarterly joint session meetings and the proposed committees that will report to that joint session.**

- a. List of committee for ESDs - Commissioner Gonser. (see attachment)
- b. Commissioner Feely agreed to assist with acquisition committee.

**10. Discuss who will be updating the www.myccesd.com website since changes in staffing have occurred. Request that whoever is sending or loading the Agendas and the Minutes only upload PDF documents. – Jo Zuercher**

**11. Discuss agenda time and dates for next meeting(s) and adjourn:** The next regular meeting of ESD1 is scheduled for Tuesday March 20<sup>th</sup> at 4:00 PM in BSBES Building at Rodeo Dr.

**Adjourn:** A motion to adjourn was made, seconded, and approved.

Patrick Feely – Comal County ESD1 Secretary

Board Acceptance 20 MAR 2018 Patrick Feely Patrick Feely  
 (Date) (Signature)

**Attachments:**

*1-a: ESD1 Financial Report for February 2018*

*1-b: Payment confirmation for US Postal Service box rental*

*1-c: Payment confirmation for payment to Rhonda Zunker for Legal Posting in the New Braunfels Zeitung*

*1-d: ESD1 YTD Operating Account History*

*1-e: ESD1 Property Tax Remittances from Comal County and interest earned YTD*

*2: BSBES Operations Report Year End Summary*



Checking Account Balances (as of 02/10/2018):

Operating Account BNB \$ 3,553,344.52

Checks issued not cleared (Safe-D Registration) 765.00

Bills received or payments due

U S Postal Service – Box Rental 70.00

Comal Appraisal District – Balance due \$23,192.82

Rhonda Zunker – Legal Posting 36.66  
(approved in Jan up to \$50)

Total Bills outstanding ( 23,299.48)

Available Funds \$3,529,280.04

I had submitted the payment for 3 commissioners to attend Safe D Conference. As of today, the check has not cleared. I have emailed requesting that one registration be cancelled since Commissioner Feely will not be able to attend. I missed the deadline to cancel with reimbursement. If they have not received our registration packet or processed it, I will just register two online.

Our Safe-D membership is up in March 2018. As of today, we have not received the renewal notice. The Membership renewal will be \$1,100.00. We can authorize payment in March.

I am including a copy of the Expense Report in the package for those attending the Safe-D conference. Please track your mileage – reimbursement rate for 2018 is \$.545 per mile. You will need to pay for your rooms with your personal credit card and then get reimbursement in March. Your meals are covered; however, we cannot reimburse for any alcohol consumed.

Should we establish a per diem per day for meals?

Feb 2018  
reimbursement 1-2

City, State, ZIP Code

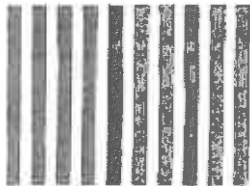
Print  
Post Office  
Address Here

132 Blazing Meadows  
Spring Branch, TX 78070-9998

**POSTMASTER**      **132 Blazing Meadows**  
**PO BOX FEE PAYMENT**

POSTAGE WILL BE PAID BY ADDRESSEE

**BUSINESS REPLY MAIL**  
FIRST-CLASS MAIL    PERMIT NO. 9998



NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES



If Undeliverable as Addressed,  
Return to Local Postmaster

### Your PO Box fee is due by the LAST DAY OF THIS MONTH.

Your PO Box will be closed if the fee is not paid by the due date. If the fee is not paid within 10 days after the due date, a late payment charge will apply. You may make payment by any of the convenient options noted on the inside top portion of this envelope.

Make checks or money orders payable to "U.S. Postal Service." If the bank returns your check, or if payment is not received by the due date, your PO Box service will be suspended until all associated charges are paid.

Please disregard this notice if payment has been made.

Thank you.

- Annual
- Semiannual
- Monthly

Amount

78070  
Box #125  
COMAL CITY EMERGENCY SERVICES  
6 Months: \$35.00 12 Months: \$70.00  
Due Date: 02/28/2018

## Post Office Box Service Fee Due

Notice SS-2, September 2010 | PSN 7510-05-010-6332

RECEIVED FEB -5 2018

*Feb 2018  
encl. 1-b*



# Order Receipt

New Braunfels Herald-Zeitung

P.O. Box 311328  
New Braunfels, TX 78131

Phone: (830)625-9144

Fax: (830)625-1224

URL: www.herald-zeitung.com

Sharon L. Carlson  
Comal County Emergency Service #1 - PBS  
PO BOX 126  
Spring Branch, TX 78070

Acct #: 04125605  
Phone: (830)980-9452  
Date: 01/29/2018  
Ad #: 00199162  
Salesperson: JS Ad Taker: JS

Class: 730

Sort Line: C-Legal-NoticeCCESD 1 Address

Ad Notes: Legal \$11.66, \$25 affidavit fee. Rec#236702

Description	Start	Stop	Ins.	Cost/Day	Amount
VT10 PBS Affidavit fee (\$25)					25.00
07 Herald	01/31/2018	01/31/2018	1	8.66	8.66
08 Web	01/31/2018	01/31/2018	1	3.00	3.00

## Ad Text:

Comal County  
Emergency  
Services District No. 1 Street Address: 353 Rodeo Dr., Spring Branch,  
TX 78070

## Payment Reference:

Credit Card #9347 \$-36.66

Total: 36.66  
Tax: 0.00  
Net: 36.66  
Prepaid: -36.66

Total Due 0.00

*Feb 2018  
with amount 1-C*





**CCESD#1 PROPERTY TAX REMITTANCES FROM COMAL COUNTY**

<u>MONTH</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
JAN	\$ 1,166,234	1,319,077	1,125,502	1,533,119
FEB	728,628	752,756	1,118,564	969,286
MAR	220,714	270,391	214,697	
APR	68,543	63,349	77,481	
MAY	22,384	25,188	25,632	
JUN	28,716	30,222	38,558	
JUL	20,148	21,267	17,231	
AUG	26,434	22,396	24,812	
SEPT	8,472	14,978	11,164	
OCT	5,867	4,141	4,886	
NOV	7,759	23,971	105,444	
DEC	194,537	258,978	220,869	
<b>TOTAL</b>	<b>\$ 2,498,437</b>	<b>\$ 2,806,714</b>	<b>\$ 2,984,840</b>	<b>2,502,405</b>

\* The 2018 Budget for revenues from taxes & Interest is \$3,106,500.

<u>MONTH</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
JAN	418.30	315.50	717.22
FEB	569.61	579.50	
MAR	670.47	683.93	
APR	741.25	738.31	
MAY	576.20	655.02	
JUN	547.11	682.30	
JUL	492.83	682.75	
AUG	415.66	697.40	
SEPT	406.41	659.53	
OCT	316.03	541.68	
NOV	280.01	525.20	
DEC	270.32	521.06	
<b>TOTAL</b>	<b>5,704.20</b>	<b>7,282.18</b>	<b>717.22</b>
	<b>2,812,418</b>	<b>\$ 2,992,122</b>	<b>\$ 2,503,122</b>

*Feb 2018  
attachment 1-e*

## Dec 2017 Operations Report End of Year Summary

Initial call volume 275 up 50.27% from 2016.

Department fractile response 89.87%; Fire apparatus response 88.30%; EMS responses 91.09%.

- 2 - In-district structure fires. 1 - Fire contained to garage and bed room above. 1 - Fully involved trailer;
- 7 - Mutual aid structure fires
- 4 - Fire related Public service;
- 50 - MIE contacts this month;
- 1 - Standby events;
- 13 - Priority 1 transports Priority 2 (7)
- 2 - Stroke alerts, dispatch to ER avg. 37 mins, scene time avg. 12;
- 3 - Heart alerts, dispatch to destination avg. 40 mins
- 0 - Ambulance activations;
- 2 - EMS mutual aid / 0 transports;
- 15/31 - Station 4 days staffed for the month; Staffed 48%. Heavy PTO for our staff and PT staff as well.
- 2 - Vehicle incident; engine 71 rear-ended vehicle, minor damage, no injuries, cause brake failure, vehicle in shop for repairs.
- Medic 71 responding emergent, collision at intersection, no injuries, significant damage to both vehicles, cause failure to clear intersection.
- 1 - Injury; back injury moving charged hose at structure fire.

## End of Year Summary 2017

Initial call volume 2908 up 19.80% from 2016

Station 4 - 412 calls 14.57% of total volume

Department fractile 90.29%

11 in district structure fires

22 mutual aid structure fires

283 MVA's up 27% from 2016

Feb 18  
attachment 2



	Ir/ta Del/Vol/Time			Fracile			Transports		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
January	185	195	220	82.58%	88.20%	91.85%	81	87	200
February	160	185	208	88.05%	93.87%	91.80%	79	80	82
March	177	202	232	91.40%	99.27%	89.47%	86	108	93
April	174	191	232	91.45%	88.61%	89.16%	77	85	113
May	210	222	238	88.01%	88.26%	91.20%	85	111	109
June	171	210	268	85.96%	91.05%	89.80%	78	102	185
July	162	246	267	89.64%	93.67%	92.74%	83	108	104
August	181	185	222	88.90%	89.61%	84.90%	87	88	104
September	172	185	184	91.82%	90.47%	88.62%	83	81	91
October	222	175	184	92.80%	88.80%	83.55%	82	87	90
November	171	183	225	88.78%	86.90%	87.93%	81	74	107
December	190	183	275	88.42%	90.58%	89.97%	114	85	100
	2175	2944	2809				1080	1121	1190

YTD 2017  
 Variance 2016  
 15.80%

YTD 2016  
 Variance 1121  
 5.87%

1.1. 2018  
 withdrawal of 2

**Report of Monthly Tax Collections**  
**Cathy C. Talcott Tax Assessor/Collector, Comal County**

Remittance Advice To:	<b>ESD #1</b>
Collections For The Month Of	<u>Jan-18</u>
<u>Current Collections</u>	<u>\$965,686.76</u>
<u>Delinquent Collections</u>	<u>\$3,178.53</u>
<u>Penalty &amp; Interest</u>	<u>\$420.58</u>
<u>Total Collections For The Month</u>	<u>\$969,285.87</u>
<u>Less Total Advances</u>	
<u>Net Paid This Remittance</u>	<b>\$969,285.87</b>

**WT**

I, Cathy C. Talcott Tax Assessor-Collector, County of Comal, State of Texas, do solemnly swear the above statement of collections made by me during the month of January 2018 is true and correct.



**Cathy C. Talcott, PCC,CTOP**  
**Comal County Tax Assessor-Collector**





**COMAL APPRAISAL DISTRICT**

900 S. SEGUIN AVE  
NEW BRAUNFELS, TX 78130

Phone: 830-625-8597  
Fax: 830-625-8598  
Email: comalad@co.comal.tx.us

RECEIVED NOV 20 2017  
Invoices# 2018-0005  
Invoice Date November 15, 2017

Bill to:  
BILL GONSER  
EMERGENCY SERV DIST #1  
P.O. BOX 126  
SPRING BRANCH, TX 78070  
XC: MARK SCHMALZ

PAYMENT DUE: December 31, 2017

\* Subsequent to due date, PENALTY & INTEREST  
will be assessed per Sec. 6.06(e) of the Texas Property  
Tax Code.

**--2018-1st QUARTER CONTRIBUTION INVOICE**

	2017 TAX LEVY	% OF BUDGET	TOTAL 2018 CONTRIBUTION	CONTRIBUTION BALANCE **
	\$3,186,717.82	0.0099539	\$30,923.76	\$30,923.76
			<b>REMITTED</b>	<b>DUE</b>
1st QTR	Due 12/31/2017			\$7,730.94
	After 12/31/2017 *			\$8,181.91

*Balance due  
23,192.82*

**\*\* BALANCE MAY BE PAID IN FULL AT ANY TIME  
PRIOR TO THE DUE DATE**

\*\*\*\*\*

COMAL APPRAISAL DISTRICT  
900 S. SEGUIN AVE  
NEW BRAUNFELS, TX 78130

REMITTANCE: EMERGENCY SERV DIST #1  
INVOICE# 2018-0005  
DUE DATE: December 31, 2017  
AMOUNT DUE: \$7,730.94  
AMOUNT ENCLOSED: \_\_\_\_\_



**REPORT ON TAXES AND DELINQUENT TAXES COLLECTED AND REMITTED BY  
THE COMAL COUNTY TAX ASSESSOR/COLLECTOR  
TO THE EMERGENCY SERVICES DISTRICT #1  
FOR THE PERIOD JANUARY 1, 2017 TO DECEMBER 31, 2017**

MONTH	CURRENT TAX COLLECTED	PERMITS AND IN-DEBT COLLECTED	TOTAL COLLECTED	PAYMENTS TO ESCROW	DELINQUENT TAXES
JANUARY	\$ 1,118,010.08	\$ 553.53	\$ 1,118,563.61	\$ 1,125,502.49	
FEBRUARY	\$ 211,368.89	\$ 3,328.02	\$ 214,696.91	\$ 1,118,563.61	
MARCH	\$ 71,660.43	\$ 5,820.50	\$ 77,480.93	\$ 214,696.91	
APRIL	\$ 23,332.88	\$ 2,299.03	\$ 25,631.89	\$ 77,480.93	
MAY	\$ 35,897.24	\$ 2,670.70	\$ 38,567.94	\$ 25,631.89	
JUNE	\$ 15,403.74	\$ 1,827.08	\$ 17,230.82	\$ 38,567.94	
JULY	\$ 23,305.93	\$ 1,505.89	\$ 24,811.82	\$ 17,230.82	
AUGUST	\$ 9,977.03	\$ 1,188.63	\$ 11,165.66	\$ 24,811.82	
SEPTEMBER	\$ 4,011.59	\$ 874.55	\$ 4,886.14	\$ 11,165.66	
OCTOBER	\$ 103,382.25	\$ 2,062.14	\$ 105,444.39	\$ 4,886.14	
NOVEMBER	\$ 219,884.06	\$ 975.34	\$ 220,859.40	\$ 105,444.39	
DECEMBER	\$ 1,532,088.03	\$ 1,021.12	\$ 1,533,109.15	\$ 220,859.40	\$ 46,366.73
<b>TOTAL</b>	\$ 3,308,332.13	\$ 24,124.33	\$ 3,392,456.46	\$ 2,984,839.80	

I, **Cathy C. Talcott**, Tax Assessor-Collector, County of Comal, State of Texas, do solemnly swear the above statement of collections made by me and the disposition thereof, during the calendar year of 2017, is true and correct.

  
**Cathy C. Talcott, FCC, CTOP**  
 Comal County Tax Assessor-Collector

# Special Purpose District Report

## Special Purpose District Public Information Database Web Form

The 2018 reporting period for this application is January 31, 2018 - May 1, 2018. Entities will be able to update their submitted report after this initial filing period is over. Thank you in advance for your compliance with Government Code, Section 403.0241-0242. This law, created through Senate Bill 625 85R, requires all Special Purpose Districts (SPDs) of the State of Texas that meet certain financial requirements to report their financial and taxing information from their most recent fiscal year to the Comptroller of Public Accounts. The law also mandates the Comptroller to create an online Special Purpose District Public Information Database with the information provided. This database will be available September 2018.

### Required Information

SPDs must report the following information:

#### 1. The SPD's contact information:

- i. Name Comal County Emergency Services District #1
- ii. Physical address 353 Rodeo Dr, Spring Branch, TX 78070
- iii. Mailing address, if different P O Box 126, Spring Branch, TX 78070
- iv. Main telephone number (830) 228-4501
- v. Email address, if applicable president@ccesd1.com
- vi. Internet website address, if applicable www.myccesd.com

#### 2. Whether the SPD meets reporting criteria:

- i. Bonds outstanding
- ii. Gross receipts from operations, loans, taxes or contributions in excess of \$250,000 YES
- iii. Cash/temporary investments in excess of \$250,000 YES

3. The name of the employee that is the General Manager, Executive Director, or acts in the duties of the General Manager or Executive Director, if applicable.

#### 4. Third-party contact information, if applicable

- i. Firm name
- ii. Mailing address

iii. Telephone

iv. Email

**5. The first and last name of each of the SPD's Board Members**

William Gonser, MarkSchmalz, Rhonda Zunker, Patrick Feely

**6. The contact information for the SPD's tax assessor-collector, if applicable**

- i. Name Cathy Talcott – Comal County Tax Assessor Collector
- ii. Mailing address 205 N Seguin Ave, New Braunfels, TX 78130
- iii. Telephone number (830) 221-1353

**7. The contact information for the SPD's utility operator, if applicable**

- i. Name n/a
- ii. Mailing address
- iii. Telephone number

**8. The sales and use tax rate that the district imposes for the most recent fiscal year, if applicable n/a**

**9. The aggregate initial principal amount of all bonds issued by the SPD that are payable wholly and partly from ad valorem taxes, excluding refunding Bond and contract revenue bonds.**

**10. Whether the SPD is classified as a water district as defined by Texas Water Code, Chapter 49. no**

**11. Defined water districts must report:**

- i. The imposed ad valorem tax rate for the most recent tax year
- ii. Financial information required to report under Section 140.008(g), Local Government Code

**12. Non-defined water districts must report**

- i. A table of ad valorem tax rates of the most recent tax year described by Section 26.16, Tax Code
- ii. Financial information required to report under Section 140.008(b), Local Government Code

**Taxpayer ID**

This online form will require the SPDs to enter their 11 digit Texas Taxpayer ID (TPID) number. If you have misplaced or cannot remember the entity's TPID, please visit the Comptroller's Taxpayer Search Tool. If the entity does not have a TPID and needs to create one, please email [transparency@cpa.texas.gov](mailto:transparency@cpa.texas.gov) with the SPD's name, a contact name, and a mailing address, or by calling 844-519-5676.

Donna Eccleston  
Commissioner, Precinct 1



Kevin Webb  
Commissioner, Precinct 3

Scott Haag  
Commissioner, Precinct 2

Jen Crownover  
Commissioner, Precinct 4

Sherman Krause  
County Judge

December 28, 2017

Mr. Pat Feely  
7013 Spring Branch Road  
Spring Branch, Texas 78070

Dear Mr. Pat Feely,

Comal County Commissioners Court met for a regular session on December 28, 2017 and approved your appointment to the Emergency Services District #1 Board of Commissioners. On behalf of the court I would like to thank you for agreeing to volunteer your time and expertise on this very important board and for your dedication to Comal County.

Your term will expire December 31, 2019.

Of the utmost importance is your responsibility to contact Mell Walkup at the County Clerk's Office in New Braunfels at (830)-221-1235 /[walkur@co.comal.tx.us](mailto:walkur@co.comal.tx.us) or Laura Jendrusch at our County Clerk's office in Bulverde at (830) 387-7620 /[jendrl@co.comal.tx.us](mailto:jendrl@co.comal.tx.us) to make an appointment to be given your Oath of Office and sign your Statement of Appointed Office form. This action must be taken before participating in any board activities.

Once again, thank you for your time and dedication to Comal County and our residents.

Sincerely,

A handwritten signature in black ink that reads "Christy Rule". The signature is written in a cursive, flowing style.

Christy Rule  
Commissioners Court Coordinator  
150 N. Seguin  
New Braunfels, Texas 78130  
Phone 830 221-1106, Fax 830 608-2026  
[rulech@co.comal.tx.us](mailto:rulech@co.comal.tx.us)

**Cornal County Emergency Service District No. 1  
Board Fraud Questionnaire  
12/31/17**

**Completed by: William Gonser  
Title: President**

**(1) Do you know of any actual instances of fraud committed within the Organization?**

**No**

**(2) Do you have any reason to suspect that fraud may be occurring within the Organization?**

**No**

**(3) Have you identified any specific risks of fraud within the Organization?**

**No**

**(4) Does the board have an active role in oversight of the entity's assessment of the risks of fraud and the programs and controls established to mitigate those risks, and if so, how does the board exercise such oversight activities?**

**The Board reviews and approves all expenditures, contracts and any other obligations incurred by the ESD. Two signatures are required on all checks. An annual audit is conducted by an independent auditor and the results are discussed by the Board.**

**(5) To the best of your knowledge, is the District in compliance with all applicable laws and regulations.**

**Yes**

