

# Comal County Emergency Services District No. 7

## Minutes of January 15, 2025 Meeting

### 1. Call To Order

A regular meeting of the Board of Commissioners of Comal County Emergency Services District No. 7 (District) was held at 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 Patricia Wagner, New Braunfels Fire Department Chief Ruy Lozano, Assistant Chief Matt Bushnell, Assistant Chief Michael Wehman, and Training Division Chief Chris Nored.

### 3. Approval of Minutes of Prior Meeting

Board members reviewed meeting minutes from December 18, 2025 regular board meeting. Commissioner Seidel moved to approve the minutes as presented, and Commissioner Drake seconded the motion. After discussion, the motion carried by majority vote.

### 4. Citizen Comment (Any individual may make a presentation relevant to the business of the District not more than three (3) minutes to the Board of Emergency Services Commissioners, after executing the proper form, which may be obtained from the Secretary)

There were no citizens in attendance to make comments.

### 5. Review City Call Report

Chief Wehman presented the December 2025 Call Report as follows:

- There were 121 calls in Emergency Services District No. 7, which was 9.63% of the total calls for the month.
- There were two structure fire calls. Detailed incident reports were provided.

### 6. Receive monthly report from the Fire Chief regarding emergency operations related to fire suppression and EMS response times, call volume, personnel staffing and training, management activities, communications and public information activities.

Chief Wehman stated that no new initiatives or activities were started in December. He asked Chiefs Bushnell and Nored if they had reports for the Board.

Chief Bushnell reported the following:

- Promotional testing was conducted week of 1/5/26. Promotions should occur at the end of February after assessments.
- Requests for Qualifications for architectural services for the Fire Training Facility Final Phase will be issued soon.

- The rescue was deployed to an incident call at the Cemex plant.

Chief Nored reported that new thermal imaging cameras were used for new hire training and had been utilized during a structural fire call.

Chief Lozano reported that the GIS programming for analysis of call response times between Station 7 and the proposed Station 8 in Mayfair was close to completion. He also discussed the 100% Paramedic goal for the NBFD. He said that a plan was being developed to train and certify 22-25 firefighters which are not currently certified as paramedics.

Chief Wehman presented originals and copies of the Interlocal Agreements to be considered by the Board in agenda items 10 and 11. Commissioner Kauzlarich asked a question regarding the implementation process for the ILAs. Chief Bushnell discussed the process for each of the agreements.

**7. Receive report from Treasurer and consider action on monthly financial report.**

Commissioner Kauzlarich presented the treasurer’s report through December 31, 2025 as follows:

- Current assets in checking and saving accounts - \$21,366,911
- Revenue January - December 2025 – \$9,238,430
- Expenses January - December 2025 - \$3,976,745
- Current accounts payable - \$955,955.60

Commissioner Drake moved to approve the Treasurers Report as presented, and Commissioner Kauzlarich seconded the motion. After discussion, the motion carried by majority vote.

**8. Discuss and consider action on payment of bills.**

There were 8 checks presented for payment:

- |   |             |
|---|-------------|
| • SAFE-D conference registration for Greg Drake   | \$ 455.00   |
| • Kim Carroll for expense reimbursement           |             |
| SAFE-D conference registration                    | \$ 445.00   |
| • City of New Braunfels for Sales Tax ILA payment | \$ 6,890.75 |
| • Carlton Law Firm for contracted legal services  | \$ 590.50   |
| • James Frye for expense reimbursement            | \$ 169.85   |
| December breakfast meeting                        |             |

Commissioner Carroll moved to approve the payment of bills as presented and Commissioner Drake seconded the motion. After discussion, the motion carried by majority vote.

**9. Review and approve the quarterly investment report for the 4th quarter.**

Commissioner Kauzlarich presented the investment report for the 4<sup>th</sup> quarter of 2025.

- Location of investment – TexPool
- Value of Investment at end of the Quarter - \$20,815,531.48
- Amount of interest earned during the Quarter - \$201,136.74

Commissioner Seidel moved to approve the 4<sup>th</sup> quarter investment report and

Commissioner Kauzlarich seconded the motion. After discussion, the motion carried by majority vote.

**10. Discussion and consideration of the ILA LCRA Funding agreement.**

Commissioner Kauzlarich led a discussion recapping the proposed Interlocal Agreement (ILA) with the City of New Braunfels for funding of a new antenna location for the Lower Colorado River Authority radio system which will improve radio coverage in the ESD7 service area.

Commissioner Kauzlarich moved to approve the LCRA Funding Agreement ILA and Commissioner Drake seconded the motion. After discussion, the motion carried by majority vote.

**11. Discussion and consideration of the ILA NBFD Training Facility agreement.**

Commissioner Kauzlarich led a discussion recapping the proposed Interlocal Agreement (ILA) with the City of New Braunfels for funding of Final Phase additions to the New Braunfels Fire Department Training Facility. The additions will consist of design and construction of a standalone tower and a residential structure, both with live burn capabilities, and a four-bay apparatus building to store training units and equipment.

Commissioner Carroll moved to approve the NBFD Training Facility Agreement ILA and Commissioner Seidel seconded the motion. After discussion, the motion carried by majority vote.

**12. Discussion and consideration of sending a letter to TXDOT regarding the potential installation of a traffic light at the intersection of Hoffman Lane and Hunter Road (FM1102).**

Commissioner Carroll led a discussion of a draft letter to TxDOT regarding signalization of the intersection of Hoffman Lane and FM 1102.

Commissioner Carroll moved to approve and send the proposed letter to TxDOT, addressed to the San Antonio District Engineer of TxDOT, and Commissioner Seidel seconded the motion. After discussion, the motion carried by majority vote.

**13. Discussion and consideration of approval and acceptance of statements and oaths of office for reappointed commissioners.**

Commissioner Seidel moved to approve and acceptance statements and oaths of office for reappointed commissioners Frye, Carroll, and Seidel, and Commissioner Kauzlarich seconded the motion. After discussion, the motion carried by majority vote.

**14. Discussion, consideration, and approval for the election of Officers.**

The Board discussed the current officer positions. Commissioner Seidel moved to approve the election of Officers as follows:

President – James Frye

Vice-President – Christine Seidel

Secretary – Kim Carroll

Treasurer – Mark Kauzlarich

Assistant Treasurer – Greg Drake

Commissioner Kauzlarich seconded the motion. After discussion, the motion carried by majority vote.

**15. Review training requirements and compliance status for each commissioner.**

The Board discussed training requirements and compliance status for each commissioner.

**16. Discussion and consideration of approval to publish notice of address of administrative office location.**

Commissioner Seidel moved to approve the publication of the address of the ESD7 administrative office location of and Commissioner Carroll seconded the motion. After discussion, the motion carried by majority vote.

**17. Discussion about 2026 SAFE-D Conference.**

The Board discussed the upcoming SAFE-D Conference and the various training and information gathering opportunities.

**18. Next meeting:** Commissioner Seidel led a discussion regarding the potential need for creating an administrator/manager position for ESD7.

The next regular board meeting will take place at 8:30 a.m., February 19, 2026, 550 Landa Street, New Braunfels City Hall.

**19. Adjournment:** There being no further business, the meeting was adjourned at 9:50 A.M.

A handwritten signature in blue ink, appearing to read "Kim J. Carroll".

Kim Carroll, Secretary