

Comal County Emergency Services District No. 7

Minutes of June 25, 2026 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 New Braunfels Fire Department Chief Ruy Lozano, Assistant Chief Michael Wehman, Assistant Chief Matt Bushnell, Director of Finance Sandy Paulos, and Assistant Director of Finance Becky Wiatrek.

3. Approval of minutes of prior meeting.

Board members reviewed meeting minutes from the May 29, 2026 regular board meeting. Commissioner Seidel moved to approve the minutes as presented, and Commissioner Kauzlarich 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 of the City call report.

Chief Wehman presented the May 2026 Call Report as follows:

- There were 140 calls in Emergency Services District No. 7, which was 11.4% of the total calls (1222) for the month.

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 reported the following:

- Wildlands firefighting refresher training has been completed for all firefighter personnel.

- Autism awareness training has been completed Fire Department personnel.
- Fire Department management is scheduled for a budget review meeting with the City Manager on June 15th.
- There are currently 6 vacancies for firefighter positions. Testing of applicants (paramedic only) was conducted with 24 tested and 12 passing.
- There are currently 21 firefighters that are not paramedics.
- The Fire Department executive chiefs “communication visits” to all fire stations have been completed.
- The City is working on contract approval for the design team for final design of the fire training facility completion project.
- There is not an update on the LCRA communications upgrade project.
- The RightSite telehealth service is in operation and is being administered through Mobil Integrated Health.
- A trial use of the collision avoidance management system which utilizes dash cameras has started with cameras being installed in 6 apparatus.
- A feasibility study of developing a joint fire/police department training facility is being conducted by an architectural consultant.

The GIS study regarding a potential ESD7 fire station no. 8 in the Mayfair development was presented by Chief Ruy Lozano. Key points in the presentation were:

- Analysis of the 2026 call volume within a 6 minute response time, including Station 8
- Analysis of the 2026 call volume within a 6 minute response time, if Station 7 were not available
- Station 8 would be needed when the projected call volume for the proposed station reaches 60% of the average annual call volume for all stations and 9% of calls within the 6 minute response time.

Chief Lozano also discussed personnel resources that will be necessary based on the rapid growth in ESD7. Positions discussed were Civilian Fire Inspector and additional Medical Officer.

Sandy Paulos said that there was no report from the City Manager’s office.

7. Receive report from Treasurer and consider taking action, including the monthly financial report, and taking action on the payment of bills.

Commissioner Kauzlarich presented the treasurer’s report through April 30, 2026, as follows:

- Current assets in checking and saving accounts - \$23,951,600
- Revenue January - April 2026 – \$4,468,187
- Expenses January - April 2026 - \$2,116,722

- Current accounts payable - \$9,383.94
- Obligated funds for special projects pursuant to Interlocal Agreements
 - LCRA Radio Communications Project \$2,500,000
 - New Braunfels Fire Department Training Facility \$4,000,000
 - Total Obligated Funds \$6,500,000

There were 2 checks presented for payment:

- Carlton Law Firm PLLC for contracted legal services \$ 2,110.50
- Comal Appraisal District for contracted services \$ 7,273.44

Commissioner Carroll moved to pay the bills as presented, and Commissioner Seidel seconded the motion. After discussion, the motion carried by majority vote.

8. Discuss and consider taking action on Strategic Planning.

Commissioner Kauzlarich introduced Mike Montgomery and Chris Barron with Michael S. Montgomery, LLC, Public Safety Consultants who were invited to present their qualifications to assist with strategic planning for ESD7.

Mike Montgomery presented their firm's qualifications and experience with development of strategic plans for Emergency Services Districts in Texas. There was a general discussion with the Board members including cost of services, scope of work, and a timeline to complete the process.

Commissioner Carroll moved to engage Michael S. Montgomery, LLC to develop a detailed scope of services and an estimated contract cost for development of a strategic plan for a fee of \$1,500. Commissioner Drake seconded the motion. After discussion, the motion carried by majority vote.

9. Discuss and consider adoption of the tax and budget planning calendar for 2026, authorize payment of tax process publications, and take any related action.

10. Discuss and consider scheduling budget meetings/workshops.

11. Discuss and consider District website status, accessibility, and posting requirements and take any related action.

12. Next meeting (agenda items and/or new/old business).

The next regular board meeting will take place at 8:30 a.m., June 25, 2026, 550 Landa Street, New Braunfels City Hall.

13. Adjournment.

There being no further business, the meeting was adjourned at 10:40 A.M.

A handwritten signature in blue ink, appearing to read "Kim J. Carroll". The signature is fluid and cursive, with the first name "Kim" being more prominent.

Kim Carroll, Secretary