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 Vice President Christine Seidel.

2. Statement of quorum.

The following Commissioners were present: Christine Seidel, Kim Carroll, and Mark Kauzlarich. Commissioners James Frye and Greg Drake were absent. A quorum was declared. Also in attendance were New Braunfels Fire Department Chief Ruy Lozano, Assistant Chief Michael Wehman, Assistant Chief Matt Bushnell, Training Division Chief Tyler Hindman, Battalion Chief Chris Nored, and District Administrator Diana Colbath.

3. Approval of minutes of prior meeting.

Board members reviewed meeting minutes from the May 29, 2026 regular board meeting. Commissioner Carroll moved to approve the minutes as presented and Commissioner Kauzlarich seconded the motion. After discussion, the motion was 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.

Assistant Chief Wehman presented the May 2026 Call Report as follows:

- Combined Total Calls – 1,312 runs
- ESD No. 7 represented 9.15% of total calls.

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 Lozano reported the following:

- The New Braunfels Fire Department ("Department") is shifting its staffing goal from 100% paramedic staffing to approximately 85% paramedic staffing to ensure adequate staffing levels while increasing focus on proficiency and quality of care.
- The Department plans to request from ESD No. 7 funding for all existing paramedics to participate in a cadaver-based airway management "wet lab" training program through Spring Branch EMS. The estimated one-time cost is approximately $100,000, including tuition and overtime costs.
- The Department recently sent four personnel through a Southwest Texas Regional Advisory Council ("STRAC")-funded wet lab training program.
- An audit of occupancy inspections revealed approximately 5,260 occupancies requiring inspection within the City and ESD No. 7's service area, significantly higher than previous estimates.
- Additional inspection capacity is needed, and the Department intends to request funding from ESD No. 7 for an additional civilian fire inspector, associated vehicle, equipment, and recurring operating costs.
- Rapid growth within ESD No. 7, particularly in Veramendi, Mayfair, and surrounding school developments, continues to increase service demands.
- The Department anticipates the need to begin planning for a future fire station in the western portion of ESD No. 7 and discussed future funding and operational models between the City and ESD No. 7.
- Commissioner Seidel asked a question regarding the feasibility study of a possible joint New Braunfels Fire and Police training facility. Chief Lozano described the general purpose of the feasibility study and said that if plans for the joint facility were to proceed, the joint facility would be separate from the New Braunfels Fire Department fire training facility.
- Current Department vacancies now total seven due to one recent retirement.
- Candidate testing was conducted on May 15, 2026, with three viable firefighter/paramedic candidates proceeding through the hiring process.
- New firefighter/paramedic hires are anticipated to begin employment in August 2026.
- The Department presented its FY2026 budget request to City management on June 15, 2026.
- Contract negotiations for the Department training facility project are ongoing, with additional review of training props and scope.
- The Lower Colorado River Authority communications tower project continues, with installation activities expected to occur during July through September.
- Fleet maintenance expenses continue to increase due to aging apparatus and

deferred maintenance needs. The Department recently approved additional funding for fleet maintenance and repairs.

- Specification committees have been formed to develop specifications for future engine and ladder truck purchases.
- The dash camera pilot program continues and has proven beneficial in identifying unsafe driving behaviors and improving driver safety.
- The Junior Fire Academy has expanded to two sessions due to community interest and demand.
- Fire prevention staff continue active public education efforts and recently received state recognition for outstanding programming.

There was no report from the New Braunfels 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 May 31, 2026.

- Current assets in checking and savings accounts – $23,558,630.57
- Ad Valorem Revenue – $2,582,608.85
- Sales Tax Revenue – $2,030,126.75
- Total Revenue – $4,957,337.49
- Total Expenses – $2,774,053.34

Commissioner Kauzlarich reviewed obligated funds for capital projects and interlocal agreement commitments, including:

- LCRA Radio Communications Project: $2,500,000
- New Braunfels Fire Department Training Facility: $4,000,000

Total obligated funds: $6,500,000

Commissioner Seidel reviewed sales tax projections and advised the Board that sales tax revenues may be approximately $175,000 below budget projections for FY2026.

The following accounts payable were presented for payment:

- Pat Wagner – Contracted Services $1,665.00
- Christine Seidel – Office equipment $973.17
- Christine Seidel – Expense Reimbursement $184.00
- Carlton Law Firm PLLC – Contract Legal Service $1,989.00

- Metro Fire Apparatus – Approved Equipment Purchase $13,108.64
- Michael S. Montgomery, LLC – Strategic Planning Retainer $1,500.00

Commissioner Kauzlarich moved to approve payment of the accounts payable as presented. Commissioner Carroll seconded the motion. After discussion, the motion carried by majority vote.

8. Discuss and consider taking action on Strategic Planning.

The Board discussed the Professional Services Consulting Contract with Michael S. Montgomery, LLC.

Commissioner Kauzlarich moved to accept and approve the Professional Services Contract with Michael S. Montgomery, LLC subject to final legal review, and authorized execution of the agreement by Commissioner Kauzlarich. Commissioner Seidel 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.

Commissioner Seidel led a discussion regarding the tax and budget planning calendar for the 2026 tax year.

Commissioner Carroll moved to adopt the tax and budget calendar based on the Voter-Approval Tax Rate for the 2026 tax year and to authorize payment of tax process publications. Commissioner Kauzlarich seconded the motion. After discussion, the motion carried by majority vote.

10. Discuss and consider scheduling budget meetings/workshops.

Board members discussed conducting a budget workshop during mid-July 2026. District staff will coordinate scheduling. No action taken.

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

The Board discussed. No action taken.

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

The Board approved the purchase of a $250 gift card as a token of appreciation for recruiting assistance provided during the District Administrator hiring process.

13. Adjournment.

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

Kim Carroll, Secretary