

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 1

BOARD OF COMMISSIONERS

Board Meeting Minutes for May 17th, 2018

A Regular meeting of the ESD #1 Board was held at the Emergency Services Building at 353 Rodeo Drive, Spring Branch, TX 78070 on Thursday the 17th of May 2018 beginning at 4 p.m.

Discussion/Action Items:

1. Call meeting to order: Having been duly posted the meeting was called to order at 4:02 pm by President Bill Gonser. Commissioners Mark Schmalz, Rhonda Zunker, Brad McMinn and Patrick Feely were present and a quorum was declared.

Guests in attendance: Mr. Mark Southwell – Chief/BSBES

Meeting 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 April 19, 2018 Regular Meeting minutes: A motion was made by Rhonda Zunker and seconded by Mark Schmalz to approve the minutes as presented. Motion carried.

3. Review, consider, and accept monthly financial reports – Commissioner Zunker: The financial report (attachment 1-a) shows an operating account balance of \$3,148,577.68 with no checks outstanding. There are 2 outstanding bills totaling \$1,197.41 resulting in an available funds balance of \$3,147,380.04. The first bill is for Safe-D Membership in the amount of \$1,100.00. The second bill is for Rhonda Zunker (Norton) in the amount of \$97.41. Attachment 1-b is the Operating Account History for May 2018. Attachment 1-c is the ESD1 Property Tax Remittances from Comal County and Interest Earned YTD.

Bill Gonser motioned to invest \$500,000 into CD at Broadway Bank. Mark Schmalz seconded. Motion carried.

4. Consider and approve bills/invoice to be paid – Commissioner Zunker: Motion made by Mark Schmalz to approve and seconded by Bill Gonser. Motion approved.

5. Discuss ESD1's financial obligation as it relates to the percentage of the Service Provider's budget for 2019 and beyond. – All Commissioner;

Proposed contributions by percentage:

2018: 45%

2019: 43%

2020: 40%

General discussion continuum. Mark Schmalz will work on details.

6. Discuss sending letter to TCEQ regarding the dump behind North Station. – All Commissioner; Rhonda Zunker will draft letter for review.

7. Receive and discuss progress reports from the BSBES board and standing ESD committees – All commissioner;

1. A/C upgrades on 3 ambulances. Billable as a maintenance issue.

2. Motion to approve new radios in 2 ambulances @ \$14,000 total.

Motion made by Rhonda Zunker to approve and seconded by Mark Schmalz.

8. Chief report by Mark Southwell; See attachment 1-d

9. Discuss agenda time and dates for next meeting(s) - All Commissioners; ESD joint meeting is scheduled for Monday, June 18th at 5 pm. The next regular meeting of ESD1 is scheduled for Thursday, June 21st at 4:00 pm in BSBES Building at Rodeo Dr.

Adjourn: A motion to adjourn was made by Bill Gonser, seconded by Mark Schmalz and approved.

Patrick Feely – Comal County ESD1 Secretary

Board Acceptance 05/18/2018 2018 Patrick Feely Patrick Feely
(Date) (Signature)

Attachments:

1-a: ESD1 Financial Report for May 2018

1-b: ESD1 YTD Operating Account History

1-c: ESD1 Property Tax Remittances from Comal County earned YTD

1-d: Chief report by Mark Southwell

Checking Account Balances (as of 05/17/2018)

Operating Account BNB		\$ 3,148,577.68
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Checks issued not cleared	none	
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Total outstanding		
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Bills received or payments due

Safe-D Membership	1,100.00
Rhonda Zunker (Norton)	97.41

Total Bills outstanding	- 1,197.41
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Available Funds	\$ 3,147,380.04
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I talked with Safe-D today because we had not received our invoice for our membership renewal. She stated that they were behind in mailing them; however, the last ones hit the mail today so we should receive invoice shortly.

Andy Roca is trying to get me a copy of the invoice from Norton. I will issue the check after we receive the invoice for payment.

Rick Reed and Company is working on our Audit. Please complete the Director

I spoke with Ken Ward, our audit partner this morning and we estimate that if we can get all the information by Friday and continue to get timely responses on any additional questions we may have then we can get 1 & 4 done by next Friday. We anticipate finishing 5 this week as we received information from Eldyn much more quickly. This would give the boards Tuesday, May 29th through Thursday, May 31st to meet and review and approve the audits.

1-a

CCESD #1 - Operating Account History

Date	Payee or Description of Transaction	Check #	Cleared	Debit	Credit	Balance	Balanced
1/1/2018	Balance Forwarded					1,557,545.27	
1/2/2018	Broadway Bank - Pmt on Station 3		x	19,225.00		1,538,320.27	
1/5/2018	BSBES - Service Provider Pmt		x	185,000.00		1,353,320.27	
1/8/2018	Comal County - Tax Collection		x		1,500,000.00	2,853,320.27	
	Comal County - Tax Collection		x		33,119.15	2,886,439.42	
1/16/2018	interest earned on account		x		717.22	2,887,156.64	
1/18/2018	Rhonda Zunker - Treasurer's Bond	1107	x	795.00		2,886,361.64	
1/18/2018	Southside Bank -AnnualMtg Pmt Station 2	1108	x	98,077.99		2,788,283.65	
1/18/2018	Safe-D Conference	1109	x	765.00		2,787,518.65	
2/1/2018	BSBES - Service Provider Pmt		x	185,000.00		2,602,518.65	
2/1/2018	Broadway Bank - Pmt on Station 3		x	19,225.00		2,583,293.65	
2/8/2018	Comal County - Tax Collection		x		969,285.87	3,552,579.52	
2/16/2018	interest earned on account				1,283.74	3,553,863.26	
3/1/2018	BSBES - Service Provider Pmt		x	185,000.00		3,368,863.26	
3/1/2018	Broadway Bank - Pmt on Station 3		x	19,225.00		3,349,638.26	
3/6/2018	Comal County - Tax Collection		x		178,212.28	3,527,850.54	
3/16/2018	interest earned on account		x		1,166.32	3,529,016.86	
3/19/2018	Comal Appraisal District - refund		x		117.26	3,529,134.12	
3/20/2018	Check Voided - not used	1110	x			3,529,134.12	
3/20/2018	Comal Appraisal District	1111	x	23,192.82		3,505,941.30	
3/20/2018	US Postal Service - Box Rental	1112	x	70.00		3,505,871.30	
3/20/2018	Rhonda Zunker - address posting	1113	x	36.66		3,505,834.64	
3/20/2018	Bill Gonser (Safe-D reimbursement)	1114	x	310.40		3,505,524.24	
3/20/2018	Mark Schmalz	1115	x	573.36		3,504,950.88	
3/20/2018	Denton, Navarro Rocha Bernal & Zech	1116	x	156.00		3,504,794.88	
3/20/2018	VFIS (General Liability & D & O Ins.)	1117	x	1,598.00		3,503,196.88	
3/30/2018	BSBES - Service Provider Pmt		x	185,000.00		3,318,196.88	
4/2/2018	Broadway Bank - Pmt on Station 3		x	19,225.00		3,298,971.88	
4/6/2018	Comal County - Tax Collection		x		58,434.39	3,357,406.27	
4/16/2018	interest earned on account		x		1,703.99	3,359,110.26	
4/16/2018	Excess Withdrawal Fee		x	5.00		3,359,105.26	

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CCESD #1 - Operating Account History

Date	Payee or Description of Transaction	Check #	Cleared	Debit	Credit	Balance	Balanced
4/19/2018	AR Technology	1118		300.00		3,358,805.26	
4/19/2018	Denton, Navarro Rocha Bernal & Zech	1119		1,813.50		3,356,991.76	
5/1/2018	Broadway Bank - Pmt on Station 3			19,225.00		3,337,766.76	
5/2/2018	BSBES - Service Provider Pmt			185,000.00		3,152,766.76	
5/7/2018	Comal County - Tax Collection				43,164.01	3,195,930.77	
5/10/2018	BSBES - Service Provider Pmt			50,000.00		3,145,930.77	
5/16/2018	interest earned on account				2,646.68	3,148,577.45	rlz

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	178,212
APR	68,543	63,349	77,481	58,434
MAY	22,384	25,188	25,632	43,164
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	
TOTAL	<u><u>\$ 2,498,437</u></u>	<u><u>\$ 2,806,714</u></u>	<u><u>\$ 2,984,840</u></u>	<u><u>2,782,216</u></u>

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

The 2018 collections are \$220,340 ahead of 2017 collections.

<u>MONTH</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
JAN	418.30	315.50	717.22
FEB	569.61	579.50	1283.74
MAR	670.47	683.93	1166.32
APR	741.25	738.31	1703.99
MAY	576.20	655.02	2646.68
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	
TOTAL	<u>5,704.20</u>	<u>7,282.18</u>	<u>7,517.95</u>
	<u><u>2,812,418</u></u>	<u><u>\$ 2,992,122</u></u>	<u><u>\$ 2,789,734</u></u>

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May 2018 Operations Report

Initial call volume 250 down 3 from 2017. YTD up 10.64%. Transports up 10% YTD

Department fractile response 92.69%; Fire apparatus response 86.67%; EMS responses 93.82%.

- 0 – In-district structure fires.
- 4 – Mutual aid structure fires
- 8 - Fire related Public service;
 - MIH contacts this month; different people
- 4 - Standby events;
- 6 - Priority 1 transports
- 2 - Stroke alerts; dispatch to hospital 29 min ; 8 minute scene time
- 1 - Heart alerts; 35 min dispatch to hospital
- 9 - Ambulance activations; 3 -transport
- 2 – EMS mutual aid / 0 transports;
- 24/31 – Station 4 days staffed for the month; Staffed 77%.
- 0 - Vehicle incident
- 0 – Injury

1-d

2018 Monthly BSB

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Total Initial calls :	262	230	271	245	250								1258
Total Transports :	113	104	113	100	113								543
Of Total Transports # By Air:	1	1	4	3	2								11
Total Medical:	136	116	137	125	129								643
Total Trauma:	30	26	34	36	30								156
Total MVA:	21	26	22	25	17								111
Total Wildland fire:	6	6	11	6	9								38
Total Structure fire:	4	0	1	0	0								5
Total Fire other:	38	21	35	31	35								160
Total Fire Mutual aid:	3	10	4	0	5								22
Total canceled / false calls	24	25	27	22	25		250						373
	22 fire / 2 fire	19 FIRE/ 6 EMS	24 fire / 5 ems	16 fire / 6ems	22 fire / 3 ems								
LOST CALLS MUTUAL AID	0	0	0	0	0								0
Associated Lost transports	0	0	0	0	0								0
Average Scene Time EMS MIN:SEC	16.2	16.15	16.32	17.48	17.01								
Average Destination Time EMS MIN:SEC	22.1	22.3	22.03	22.4	21.85								
Average Transport Time EMS MIN:SEC	26.4	26.2	25.88	26.2	26.1								
Average Time On Task EMS MIN:SEC	75.15	75.12	74.65	73.64	73.55								
Fractile Percentage ALL	88.26%	88.27%	94.02%	92.27%	92.69%								90.80%
AMBULANCE ACTIVATIONS	5	8	19	6	9								47
AMBULANCE TRANSPORTS	1	3	7	1	3								15
Mutual Aid to other EMS	5	6	5	3	2								21
Mutual Aid Transports	1	1	3	3	0								8
Priority 1 transports	9	4	15	5	6								39
Heart Alert Dispatch to ER AVG	0	0	38	0	35								
Stroke Alert Dispatch to ER AVG	48.25	0	51	28	29								
Stroke Alert Scene time AVG	15.5	0	23	5	8								
Standby Events	3	4	3	7	4								21
MIH (Mobile Integrated Health) formally CHI	15	27											42
LINK VISITS													
Fire community work	4	2	6	5	8								25

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	Initial Call Volume			Fractile			Transports		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
January	193	220	262	86.29%	91.46%	88.26%	87	100	113
February	185	208	230	93.87%	91.80%	88.27%	90	82	104
March	202	219	271	90.27%	89.47%	94.02%	109	93	113
April	191	237	245	89.66%	89.18%	92.27%	88	113	100
May	223	253	250	88.26%	91.20%	92.69%	111	109	113
June	210	244		91.05%	89.60%		102	105	
July	248	287		89.67%	92.74%		109	104	
August	185	222		93.41%	94.30%		88	104	
September	165	204		89.47%	93.82%		91	91	
October	176	204		90.80%	92.53%		87	90	
November	183	235		86.90%	87.39%		74	107	
December	183	275		90.63%	89.87%		85	100	
	2344	2808	1258				1121	1198	543

YTD 2017 1137
Variance 10.64%

YTD 2017 497
Variance 9.26%

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