



**Bexar County Emergency Services District 7  
Meeting Minutes  
Wednesday, August 9, 2023**



Bexar County Emergency Services District 7 conducted their monthly meeting at the District 7 Fire & Rescue Station # 116, located at 18805 Bandera Road; Helotes, TX; 78023. The following was discussed:

1. William Davidson called the meeting to order at 9:14 am.
2. A quorum was established with William Davidson, Gary Schott, Cindy Colston, and Rick Johnson present. Lonnie Stockton was absent.
3. There were no citizens to be heard
4. **Gary Schott made the motion, seconded by Rick Johnson, to approve the minutes from the July 12, 2023, meeting. Motion carried 4/0.**
5. New Business (Updates/discussions provided/led by Chief Clarkson):
  - A. Station updates –
    - i. Station 115 –  
No issues for discussion.
    - ii. Station 116 –  
No issues for discussion.
    - iii. Station 117 –  
No issues for discussion.
    - iv. Station 118 –  
No issues for discussion.
  - B. Training – No actions needed.
  - C. Personnel – No actions needed.
  - D. Radios and Communications –
    - i. Discussion and appropriate action on Station 116 Monument Sign.  
**Cindy Colston made the motion, seconded by Gary Schott, to spend up to \$121,000, from Budget Item 6910 / Reserve Funds. Motion carried 4/0.**
  - E. Tools and Equipment –
    - i. Discussion and appropriate action on purchasing remaining Zoll EKG Monitor Mounts for Medic Units.  
**Gary Schott made the motion, seconded by Rick Johnson, to spend up to \$5,600, from Budget Item 6317 / Medical Supplies. Motion carried 4/0.**
  - F. Uniforms – No actions needed.
  - G. Apparatus – No actions Needed.
  - H. Deployment Data/Budget Updates – No issues for discussion.
  - I. Bexar County ESD Association Updates/Discussion – No issues for discussion.

J. Social Security Tax Exemption

- i. Discussion and Appropriate Action on potential exemption from Social Security Administration Tax during payroll processing.

**Rick Johnson made the motion, seconded by Gary Schott to approve the exemption. Motion carried 4/0.**

6. Financial Report

- A. Approval of payments due for the month.

**Cindy Colston made the motion, seconded by Gary Schott to approve the payments due for the month. Motion carried 4/0.**

- B. Discussion and review of Budget year to date. See item "C" below.

- C. Discussion and Appropriate Action on Budget Amendments for FY23 BCESD7 Budget.

**Gary Schott made the motion, seconded by Cindy Colston, to approve Budget Amendment Number 2 (see attached). Motion carried 4/0.**

- D. Discussion and Appropriate Action on Proposed FY24 BCESD7 Budget.

**Gary Schott made the motion, seconded by Rick Johnson, to approve FY24 Budget which includes an additional Captain position and a 3% COLA (see attached). Motion carried 4/0.**

Discussion and Appropriate Action on Proposed 2023 Property Tax Rate.

**Rick Johnson made the motion, seconded by Gary Schott to propose a property tax rate of 0.099802 per \$100 valuation for 2023. Motion carried 4/0.**

7. The next regular meeting will be held **September 13, 2023, at 9:05 am, at the D7FR Station # 116.**

**A special meeting will be held on August 17, 2023, at 10:00 am, at the D7FR Station # 116, to set the 2023 tax rate.**

8. **Gary Schott made the motion, seconded by Rick Johnson, to adjourn, at 11:14am. Motion carried 4/0.**

**Bexar County Emergency Services District No. 7**  
**Budget Amendment Number 2**  
**August 9, 2023**

|                                  | Original Budget | Amendment # 2 | Final Budget |
|----------------------------------|-----------------|---------------|--------------|
| <i>Revenue Adjustment:</i>       |                 |               |              |
| <u>4005 - Sales Tax</u>          | 3,500,000.00    | 70,000.00     | 3,570,000.00 |
| 4030 - EMS Revenue               | 400,000.00      | 150,000.00    | 550,000.00   |
| <i>Total Revenue Adjustment:</i> | 3,900,000.00    | 220,000.00    | 4,120,000.00 |

|  |              |              |              |
|--|--------------|--------------|--------------|
| <i>Expense Adjustment:</i>             |              |              |              |
| 6031 - Electric and Gas                | 60,000.00    | (7,000.00)   | 67,000.00    |
| 6057 - Equipment Inspection Testing    | 20,000.00    | (14,000.00)  | 34,000.00    |
| 6058 - Facility Maintenance            | 60,000.00    | (35,000.00)  | 95,000.00    |
| 6125 - Payroll Taxes                   | 335,000.00   | (30,000.00)  | 365,000.00   |
| 6130 - Wireless Internet / Cell Phones | 33,000.00    | 5,000.00     | 28,000.00    |
| 6181 - Vehicle Insurance               | 100,000.00   | (25,000.00)  | 125,000.00   |
| 6183.01 - Medical Insurance            | 513,000.00   | (25,000.00)  | 538,000.00   |
| 6183.03 - Workers Compensation         | 166,000.00   | 166,000.00   | 0.00         |
| 6183.04 - Retirement Expense           | 544,000.00   | (53,000.00)  | 597,000.00   |
| 6210 - Accounting / Auditing           | 15,000.00    | 3,000.00     | 12,000.00    |
| 6230 - Legal Fees                      | 15,000.00    | (10,000.00)  | 25,000.00    |
| 6315 - Payroll                         | 4,649,000.00 | (300,000.00) | 4,949,000.00 |
| 6351 - Fuel                            | 75,000.00    | (8,000.00)   | 83,000.00    |
| 6353 - General Repair                  | 50,000.00    | (30,000.00)  | 80,000.00    |
| 6355 - Vehicle Lease (Dodge Admin x 6) | 125,000.00   | (20,000.00)  | 145,000.00   |
| 6346 - Communications Equipment        | 155,000.00   | 40,000.00    | 115,000.00   |
| 6910 - Reserve Fund                    | 4,200,000.00 | 123,000.00   | 4,077,000.00 |
| <i>Total Expense Adjustment:</i>       |              | (220,000.00) |              |

Completed on 8/8/2023

*Net Income - Budget Adjustment*

220,000.00

Budget amendment approved at August 9, 2023 Board Meeting

11:13 AM  
 07/31/23  
 Accrual Basis

**Bexar County ESD No. 7**  
**Profit & Loss Budget Performance**  
 October 2022 through July 2023

|                                     | Annual Budget | Proposed Budget FY24 |
|-------------------------------------|---------------|----------------------|
| Ordinary Income/Expense             |               |                      |
| Income                              |               |                      |
| 4005 · Sales Tax                    | 3,500,000.00  | \$ 3,500,000.00      |
| 4010 · Tax Revenue                  | 5,200,000.00  | \$ 5,900,000.00      |
| 4015 · Delinquent Taxes             | 15,000.00     | \$ 15,000.00         |
| 4025 · Carry Over Balance           | 7,700,000.00  | \$ 6,000,000.00      |
| 4030 · EMS Revenue                  | 400,000.00    | \$ 600,000.00        |
| 4045 · Texas Governors Office CISM  | 34,500.00     | \$ 34,500.00         |
| 4055 · TX OOG 3703902 Resiliency    | 52,008.00     | \$ 43,794.00         |
| 4065 · TX Governors Office Dom Vio  | 16,080.00     | \$ 12,000.00         |
| 4066 · UASI Grant OOG               |               | \$ 41,500.00         |
| 4150 · Miscellaneous Income         | 1,300,000.00  | \$ 875,000.00        |
| 4190 · Interest Income              | 0.00          |                      |
| Total Income                        | 18,217,588.00 | \$ 17,021,794.00     |
| Gross Profit                        | 18,217,588.00 |                      |
| Expense                             |               |                      |
| 6000 · Office Facility              |               |                      |
| 6010 · Station 115 note             | 501,000.00    | \$ 501,000.00        |
| 6011 · Station 116 Note             | 230,000.00    | \$ 210,000.00        |
| 6012.1 · Station 118 Note           | 368,000.00    | \$ 368,000.00        |
| 6020 · Telephone Service            | 10,000.00     | \$ 10,000.00         |
| 6025 · Email/Direct TV              | 10,000.00     | \$ 10,000.00         |
| 6030 · Utilities                    |               |                      |
| 6031 · Electric & Gas               | 60,000.00     | \$ 70,000.00         |
| 6032 · Capitol Improvments          | 5,000,000.00  | \$ 2,900,000.00      |
| Total 6030 · Utilities              | 5,060,000.00  |                      |
| 6050 · Maintenance                  |               |                      |
| 6056 · Equipment Repairs            | 10,000.00     | \$ 12,000.00         |
| 6057 · Equipment Inspection&Testing | 20,000.00     | \$ 35,000.00         |
| 6058 · Facility Maintenance         | 60,000.00     | \$ 95,000.00         |
| Total 6050 · Maintenance            | 90,000.00     |                      |
| Total 6000 · Office Facility        | 6,269,000.00  |                      |
| 6100 · Administrative               |               |                      |

**Bexar County ESD No. 7**  
**Profit & Loss Budget Performance**  
 October 2022 through July 2023

|  | Annual Budget | Proposed Budget FY24 |        |
|--|---------------|----------------------|--------|
| 6105 · Bexar Appraisal District Fees   | 16,000.00     | \$ 20,000.00         |        |
| 6110 · Tax Assessor Fees               | 20,000.00     | \$ 20,000.00         |        |
| 6120 · Administrator                   |               |                      |        |
| 6125 · Payroll Tax Liabilities         | 335,000.00    | \$ 80,000.00         | 336000 |
| Total 6120 · Administrator             | 335,000.00    |                      |        |
| 6130 · Wireless Internet & Cell Phones | 33,000.00     | \$ 25,000.00         |        |
| 6150 · Postal & Delivery               | 1,500.00      | \$ 1,500.00          |        |
| 6160 · Dues and Subscriptions          | 2,000.00      | \$ 42,000.00         |        |
| 6180 · Insurance                       |               |                      |        |
| 6181 · Vehicle Insurance               | 100,000.00    | \$ 140,000.00        |        |
| 6183 · Liability Insurance             |               |                      |        |
| 6183.01 · Medical Insurance Expense    | 513,000.00    | \$ 620,000.00        |        |
| 6183.03 · Work Comp Insurance Expense  | 166,000.00    | \$ 225,000.00        |        |
| 6183.04 · Retirement Expense           | 544,000.00    | \$ 700,000.00        |        |
| Total 6183 · Liability Insurance       | 1,223,000.00  |                      |        |
| Total 6180 · Insurance                 | 1,323,000.00  |                      |        |
| 6190 · Printing & Reproduction         | 0.00          |                      |        |
| Total 6100 · Administrative            | 1,730,500.00  |                      |        |
| 6200 · Professional Fees               |               |                      |        |
| 6210 · Accounting/Auditing Fees        | 15,000.00     | \$ 15,000.00         |        |
| 6220 · Bank Fees                       | 500.00        | \$ 500.00            |        |
| 6230 · Legal Fees                      | 15,000.00     | \$ 25,000.00         |        |
| 6240 · Consulting Fees                 | 0.00          |                      |        |
| 6250 · Licenses & Permits              | 1,500.00      | \$ 1,500.00          |        |
| Total 6200 · Professional Fees         | 32,000.00     |                      |        |
| 6300 · Emergency Services              |               |                      |        |
| 6310 · Personnel                       |               |                      |        |
| 6310.5 · Annual Physical               | 27,500.00     | \$ 30,000.00         |        |
| 6316 · Uniforms                        | 50,000.00     | \$ 50,000.00         |        |
| 6318 · Volunteer Expenses              | 0.00          |                      |        |
| 6319 · Training                        | 175,000.00    | \$ 215,000.00        |        |
| 6319.5 · Public Education              | 15,000.00     | \$ 15,000.00         |        |
| 6321 · Tx Governors Office Resiliency  |               |                      |        |

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**Bexar County ESD No. 7**  
**Profit & Loss Budget Performance**  
 October 2022 through July 2023

|  | Annual Budget | Proposed Budget FY24 |
|--|---------------|----------------------|
| 6321.02 · Contractual and Prof Services        |               |                      |
| 6321 · Tx Governors Office Resiliency - Other  | 52,008.00     | \$ 43,794.00         |
| Total 6321 · Tx Governors Office Resiliency    | 52,008.00     |                      |
| 6322 · Texas Governors Office CISM             |               |                      |
| 6322.02 · Contractual and Prof Services        |               |                      |
| 6322.03 · Travel and Training                  |               |                      |
| 6322 · Texas Governors Office CISM - Other     | 34,500.00     | \$ 34,500.00         |
| Total 6322 · Texas Governors Office CISM       | 34,500.00     |                      |
| Total 6310 · Personnel                         | 354,008.00    |                      |
| 6315 · Payroll                                 |               |                      |
| 6315.01 · Payroll Processing Fees              | 15,000.00     | \$ 20,000.00         |
| 6315 · Payroll - Other                         | 4,649,000.00  | \$ 5,423,000.00      |
| Total 6315 · Payroll                           | 4,664,000.00  |                      |
| Total 6300 · Emergency Services                | 5,018,008.00  |                      |
| 6317 · Medical Supplies                        | 232,000.00    | \$ 150,000.00        |
| 6323 · Texas Governors Office Dom Vio          | 16,080.00     | \$ 12,000.00         |
| 6350 · Vehicles                                |               |                      |
| 6351 · Fuel                                    | 75,000.00     | \$ 95,000.00         |
| 6352 · Truck Tires                             | 10,000.00     | \$ 12,000.00         |
| 6353 · General Repair                          | 50,000.00     | \$ 70,000.00         |
| 6354 · Maintenance / Oil Change                | 15,000.00     | \$ 20,000.00         |
| Total 6350 · Vehicles                          | 150,000.00    |                      |
| 6355 · Vehicle Lease (Dodge Admin x 6)         |               |                      |
| 6355.5 · Battalion Chief Truck                 | 0.00          |                      |
| 6355.6 · Lease L115 / E115                     | 190,000.00    | \$ 190,000.00        |
| 6355 · Vehicle Lease (Dodge Admin x 6) - Other | 125,000.00    | \$ 165,000.00        |
| Total 6355 · Vehicle Lease (Dodge Admin x 6)   | 315,000.00    |                      |
| 6400 · Equipment                               |               |                      |
| 6346 · Communication Equipment                 | 155,000.00    | \$ 100,000.00        |
| 6348 · Misc. Equipment Req                     | 100,000.00    | \$ 205,000.00        |
| 6349 · Zoll Monitor Finance (US Bank)          |               | \$ 70,000.00         |
| 6360 · Deployment Expenses                     |               | \$ 70,000.00         |
| Total 6400 · Equipment                         | 255,000.00    |                      |

11:13 AM  
 07/31/23  
 Accrual Basis

**Bexar County ESD No. 7**  
**Profit & Loss Budget Performance**  
 October 2022 through July 2023

6700 · Membership Fees  
     6720 · SAFE-D Conferences  
 Total 6700 · Membership Fees  
 6900 · Reserve Fund  
     6910 · Reserve Funds  
 Total 6900 · Reserve Fund  
 Total Expense  
 Net Ordinary Income  
 Net Income

| Annual Budget | Proposed Budget FY24 |
|---------------|----------------------|
|               |                      |
|               | \$ 5,000.00          |
|               |                      |
| 4,200,000.00  | \$ 3,900,000.00      |
| 4,200,000.00  |                      |
| 18,217,588.00 | \$ 17,021,794.00     |
| 0.00          | 0.00                 |
| 0.00          | 0.00                 |