

**COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 6**  
**May 7, 2018 MINUTES**

The Comal County Emergency Services District No. 6 Commissioners met in regular session May 7, 2018 at the Bracken Volunteer Fire Department (BVFD) ) Central Station located at 23600 FM 3009, San Antonio, Texas 78266.

**Agenda Item #1.** Call to order and establish quorum and pledges to the flags.

Commissioner Coley called the meeting to order at 6:00 P.M. Commissioners Solomon, Waechter, and Yannuzzi were present to establish a quorum. Commissioner Maschek was absent.

Also present was BVFD Fire Chief Donald Zipp.

**Agenda Item #2.** Approval of the minutes of the April 16, 2018 regular meeting.

Motion to accept the April 16, 2018 minutes as written was made by Commissioner Waechter and seconded by Commissioner Yannuzzi. The motion passed unanimously.

**Agenda Item #3.** Receive and take action on the Treasurer's report.

Commissioner Waechter read the treasurer's report and provided each commissioner a copy of the report. As of April 30, 2018 the cash balance in bank accounts was \$2,259,141.76. Motion to accept the treasurer's report was made by Commissioner Solomon and seconded by Commissioner Yannuzzi. The motion passed unanimously.

**Agenda Item #4.** Take action on outstanding bills owed by the District.

Commissioner Waechter reported that there were no outstanding bills for the District.

**Agenda Item #5.** Receive a report on recent activities of the Bracken Volunteer Fire Department.

Chief Zipp reported:

Pancake Fund Raiser – the BVFD and GRPD are joining together to raise funds for the Comal County Battered Women's Shelter. Pancake breakfast will be from 8am – 11am Saturday 2 June 2018 at the Paul Davis Garden Ridge Park.

The new substation fencing project is on-going. There may be a need for some additional gravel for the entrance once the gated entrance is completed.

BVFD continues with regular training and routine maintenance. Chief is working on long range planning to determine future proposed funding needs with priorities. This work will be used during the 2019 budget development.

**Agenda Item #6.** Review, discussion, and possible action on refurbishing the roof on the BVFD Central Station.

An inspection and assessment of the existing roof has been completed. The aging fiberglass sheets and screws appear to be the main causes of roof leaks. An estimate for repairs is being developed.

**Agenda Item #7.** Receive a Bracken Volunteer Fire Department Board update.

BVFD Board is developing the next year's budget.

The annual audit has been completed with no major findings.

**Agenda Item #8.** Receive Public Comment. 3-minute limit per citizen.

None.

**Agenda Item #9.** Receive an update on the April 26, 2018 Schertz EMS meeting attended by Commissioner Coley and BVFD Chief, Donald Zipp.

Commissioner Coley reported that it was a very informative meeting. Schertz reports that they are in good shape to continue providing EMS services for the area. Commissioner Coley inquired about staging an EMS team at the BVFD main station to increase responsiveness to our citizens. He was told that they are assessing their capabilities and are in the process of procuring an additional vehicle that will need to be outfitted and then staff hired to man the vehicle. There is a shortage of certified Paramedics in the region, and this is complicated with the challenge to retain them in our location. All of this impacts the ability of Schertz EMS to man additional vehicle teams. ESD#6 still plans to enter into discussions to determine the best for citizens within the ESD.

**Agenda Item #10.** Review, discussion, and possible action on updating the Schertz EMS contract that expires on December 31, 20128.

Schertz will present a similar contract to the existing one with a slight rate increase.

**Agenda Item #11.** Review, discussion, and possible action on the ESD 2019 budget process and possible dates for a budget workshop.

The commissioners determined that the new budget should be completed by the end of July 2018. They will discuss plans for a budget workshop at their next commissioner's meeting.

**Agenda Item #12.** Review, discussion, and possible action on ESD 6 RFQ 2018-001 v2.0.

After appropriate discussion about the two responses received, Commissioner Coley, as President, asked Commissioner Yannuzzi to research reported references and other contacts and report back to the commissioners at the next meeting. With that information added to the other information that has been submitted, it is the intent of the commissioners to make a selection of a vendor.

**Agenda Item #13.** Set date, time, and location for next meeting of ESD No.6.

All commissioners agreed that the next regular meeting will be on June 12, 2018, at 6:00 P.M. at the BVFD Central Station, 23600 FM 3009, San Antonio, TX.

**Agenda Item #14.** Adjourn

Commissioner Coley adjourned the meeting at 6:56 P.M.

Commissioner Jim Solomon, Vice President ESD No. 6

Signature  Date 