

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 6
April 16, 2018 MINUTES

The Comal County Emergency Services District No. 6 Commissioners met in regular session April 16, 2018 at the Bracken Volunteer Fire Department (BVFD)) Central Station, 23600 FM 3009, San Antonio, TX 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 Maschek, Solomon, Waechter, and Yannuzzi were present to establish a quorum. Also present was BVFD Fire Chief Donald Zipp.

Agenda Item #2. Approval of the minutes of the March 12, 2018 regular meeting.

Motion to accept the March 12, 2018 minutes as written was made by Commissioner Solomon and seconded by Commissioner Waechter. 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 March 31, 2018 the cash balance in bank accounts was \$2,600,235.93. Motion to accept the treasurer's report was made by Commissioner Maschek and seconded by Commissioner Solomon. 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. During the March 12, 2018 ESD Board meeting Chief Zipp was authorized to spend up to \$25,000 for security fencing to include an electrical gate for the FM 1863 Delafield substation. Chief selected Kustom Corral for the Delafield substation fencing. Kustom was given a deposit of \$11,765.00 with the balance due upon completion.

Agenda Item #5. Receive an out brief on the 2017 Comal County ESD No. 6 annual audit report conducted by Armstrong, Vaughan & Associates, P.C. (Armstrong, Vaughn & Associates)

Ms. Deborah Fraser, CPA from Armstrong, Vaughan & Associates, P.C. was present at the meeting and offered to brief us on the entire audit or any specific questions pertaining to the audit. The ESD Board members opted not to be briefed on the entire audit but on board member questions concerning the audit. Commissioner Coley asked Ms. Fraser if she had any recommendations or highlights to the Board based on the audit results. Ms. Fraser said that she noted that the ESD had a lot of cash on hand and CDs. She recommended the ESD write an investment policy. She offered to send a copy of an investment policy that we may want to adopt for the District. She also suggested that we investigate some state pools. Generally, the interest is higher and

they are guaranteed by the state. (Texpool, Logic, T-Class and others) The funds are usually available to withdraw without any penalty. Ms. Fraser also suggested a five year budget plan for our capital expenses. She said we could do a five year capital report and budget. These plans / reports would greatly assist in developing and adopting our annual tax rate. The Board asked if there was any requirement or “school of thought” on how often an entity should switch auditors. Ms. Fraser did not know of any requirement to switch audit firms and stated that there was some advantage in using the same audit firm due to their historical knowledge of the organization. She did state that within their firm the auditors’ in-charge of our ESD audit change every two or three years.

Agenda Item #6. Review, discussion, and possible action on approval of the CC ESD No 6 annual audit for 2017.

Commissioner Yannuzzi moved that we approve the CC ESD No. 6 annual audit for 2017 and Commissioner Solomon seconded the motion. The motion passed unanimously.

Agenda Item #7. Receive a report on recent activities of the Bracken Volunteer Fire Department.

The operations of the BVFD are running smoothly. The EMS and Fire reports were provided to the Board by email. 3 runs were made from the FM 1863 station. One was a fire alarm in Copper Ridge, another was a medical call in Mission Valley, and the other was in Rockwall Ranch. Several runs were made to Natural Bridge Caverns during spring break when the caverns were heavily visited. Chief provided the Board with five proposed Capital expenditures for the next five year period. The expenditure proposals were listed in priority of 1 - 5. (Encl 1)

Agenda Item #8. Receive a Bracken Volunteer Fire Department Board update.

No Bracken Volunteer Fire Department Board member was present at the meeting. Chief mentioned that the BVFD annual audit was completed.

Agenda Item #9. Receive Public Comment. 3–minute limit per citizen.

No public comment.

Agenda Item 10. Review and discussion on the new requirement for the annual online Texas Comptroller Special Purpose District Financial and Tax Reporting in accordance with Texas Senate Bill 625 that was submitted April 6, 2018.

Commissioner Maschek informed the Board that the new requirement for the annual online Texas Comptroller Special Purpose District Financial and Tax Reporting in accordance with Texas Senate Bill 625 was submitted April 6, 2018. A copy of the report was emailed to the Commissioners prior to the meeting.

Agenda Item #11. Review, discussion, and possible action on security fencing for the Delafield substation.

Chief Zipp informed the Board that he had made a deposit with Kustom Corral for the security fence and gate. His personnel have removed a lot of the old fencing. Providing weather permits the new fence should be completed before the end of May.

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

Commissioner Maschek reported that 2 firms (EIKON Consulting Group and LMD Architects) responded with intent to respond to the RFQ. Slattery Tackett Architects responded that they did not intend to respond to the RFQ.

Agenda Item #13. Review, discussion, and possible action on the way ahead with the renovations of the FM 3009 BVFD Central Station and the FM 1863 Delafield substation new build and renovations.

This agenda item was tabled awaiting responses to RFQ 2018-001 v2.0 and the boards' selection of an architecture firm.

Agenda Item #14. Set date, time, and location for next meeting of ESD No.6.

All commissioners agreed that the next regular meeting will be on May 7, 2018, at 6:00 P.M. at the BVFD Central Station, 23600 FM 3009, San Antonio, TX.

Agenda Item #15. Adjourn

Commissioner Coley adjourned the meeting at 6:50 P.M.

	
Signature	Date

Commissioner Randy Maschek, Secretary ESD No. 6

Encl: 1: BVFD proposed personnel and capital expenditures in order of priority

Bracken Volunteer Fire Department
23600 FM 3009
San Antonio, Texas 78266

FIREFIGHTER & RESCUE
FIVE YEAR PLAN

PROPOSED PERSONNEL AND CAPITAL EXPENDITURES
IN ORDER OF PRIORITY

1. Replace 1984 Engine 823 with New Engine to be place at Sub-Station for a cost around \$ 675,000 with around \$ 50,000 in equipment for Total \$725,000.00.
2. Will be keeping 2001 Engine 822 as a reserve engine at Central Station.
3. Add New Battery-Operated Combination Rescue Tool to Rescue 870 for \$ 7,000.00.
4. Replace 1988 1500 Gallon Tender/ Tanker with New 2000 Gallon Tender/Tanker cost around \$253,000 to place at Sub-Station.
5. Add an Office administrator at Central Station.

Revised in April 12,2018

Encl 1 BVFD proposed personnel and capital expenditures in order of priority