

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 6
July 9, 2018 MINUTES

The Comal County Emergency Services District No. 6 Commissioners met in regular session July 9, 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 Maschek, Solomon, Waechter, and Yannuzzi were present to establish a quorum. Charlie Flink the BVFD Board President and BVFD Fire Chief Donald Zipp were also present.

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

Motion to accept the June 12, 2018 minutes as written was made by Commissioner Waechter and seconded by Commissioner Solomon. The motion passed unanimously.

Agenda Item #3. Approval of the minutes of the July 3, 2018 special budget planning meeting.

Motion to accept the July 3, 2018 minutes as written was made by Commissioner Solomon and seconded by Commissioner Waechter. The motion passed unanimously.

Agenda Item #4. 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 June 30, 2018, the cash balance in bank accounts was \$2,351,362.06. Motion to accept the treasurer's report was made by Commissioner Maschek and seconded by Commissioner Solomon. The motion passed unanimously.

Agenda Item #5. Take action on outstanding bills owed by the District.

Commissioner Waechter reported that there was one outstanding bill for the District. The one bill was a \$4000.00 deposit to Kustom Construction for repair of the BVFD Central Station roof which is estimated to cost \$8000.00. The ESD Board approved an amount not to exceed \$10,000 at the June 12 Board meeting. Motion to pay the deposit for the District was made by Commissioner Maschek and seconded by Commissioner Yannuzzi. The motion passed unanimously.

Agenda Item #6. Review, discussion, and possible action on investing ESD No 6 cash on hand in a state pool.

Commissioner Waechter researched the requirements for ESD No 6 to invest in TexPool which is an authorized investment service for public funds. The TexPool account will require at least two authorized ESD No 6 representatives. The representatives are authorized to transmit funds for investment in TexPool and are further authorized to withdraw funds from time to time, to issue letters of instruction, and

to take all other actions deemed necessary or appropriate for the investment of local funds. ESD No 6 is required to establish an investment policy before they are authorized to participate in the TexPool Investment Pools. Commissioner Waechter will work this investment policy for discussion and approval at our next Board meeting in August 2018.

Agenda Item #7. Review, discussion, and possible action on Comal County ESD No 6 Sales Tax Paid-Up and Delinquent Reports.

The Board discussed the Sales Tax Paid-Up and Delinquent Reports and the Board members recommended that we continue to receive the report in an electronic format.

Agenda Item #8. Receive a report on recent activities of the Bracken Volunteer Fire Department.

BVFD operations are running smoothly. There were no significant events to report for the July 4th holiday.

Agenda Item #9. Receive a Bracken Volunteer Fire Department Board update.

President Flink reported that the BVFD Board had passed their 2019 operations and maintenance budget and their 5-year capital expense plan. The BVFD Board also amended the BVFD constitution to reflect that BVFD will not maintain a fire marshal position. ESD No 6 and BVFD will utilize the Comal County fire marshal services as required.

Agenda Item #10. Receive Public Comment. 3-minute limit per citizen.

No public comment.

Agenda Item #11. Review, discussion, and possible action on approving the 2019 ESD No 6 contract with the City of Schertz for EMS.

Commissioner Maschek informed the Board that the Schertz EMS Director forwarded the 2019 ESD No 6 contract with the ESD June 12th recommended changes to the City of Schertz for legal review.

Agenda Item #12. Review, discussion, and possible action on approving the 2019 BVFD budget submission.

Commissioner Yannuzzi made a motion that we approve the 2019 BVFD budget as submitted in the amount of \$1,563,650.00. The motion was seconded by Commissioner Solomon. The motion passed unanimously.

Agenda Item #13. Review, discussion, and possible action on approving the 5-year proposed budget and capital expense plan for ESD No 6.

Commissioner Yannuzzi made a motion that we accept the 5-year proposed budget and capital expense plan for planning purposes in the ESD No 6 budget process. The motion was seconded by Commissioner Coley. The motion passed unanimously.

Agenda Item #14. Review, discussion and action on adopting an ESD No 6 budget for 2019.

Commissioner Yannuzzi discussed the 2019 ESD No 6 budget that was worked during the July 3rd 2018 budget planning meeting. He discussed the revenues, increase in expenses, and how the 5-year plan affects our budgeting process. The board had a very open discussion about how much money was needed to meet our 2019 annual obligation while planning for future capital improvements and maintaining an appropriate catastrophic reserve. A 2019 ESD No 6 budget will be submitted for approval at the regular ESD Board meeting in August.

Agenda Item #15. Review, discussion, and possible action on ESD 6 RFQ 2018-001 v2.0.

Commissioner Yannuzzi informed the Board that a meeting with LMD at the Delafield location would take place on July 11, 2018 at 3:00 P.M. This initial meeting will provide LMD with a lay of the land at Station 2 for construction of a facility to house 3-4 emergency apparatuses and minor renovations to the existing Delafield facility. If time permits, LMD will also tour the central BVFD station and discuss remodeling requirements. Chief Zipp, and Commissioners Yannuzzi and Waechter will be the ESD representatives at the meeting with LMD on July 11, 2018.

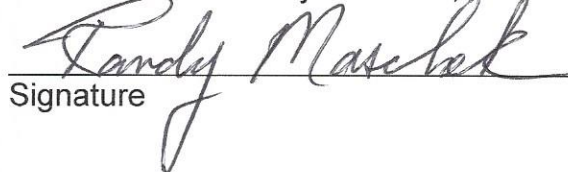
Agenda Item #16. Set date, time, and location for next meeting of ESD No.6.

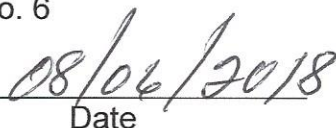
All commissioners agreed that the next regular meeting will be on August 6, 2018, at 6:00 P.M. at the BVFD Central Station, 23600 FM 3009, San Antonio, TX.

Agenda Item #17. Adjourn

Commissioner Coley adjourned the meeting at 7:00 P.M.

Commissioner Randy Maschek, Secretary ESD No. 6


Signature


Date