

**COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 6**  
**May 9, 2022 MINUTES**

The Comal County Emergency Services District No. 6 Commissioners met in regular session May 9, 2022 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, Smith and Solomon were present. Commissioner Pierce was absent. BVFD Fire Chief Donald Zipp and Schertz EMS Director Jason Mabbitt were also present.

**Agenda Item #2.** Receive Public Comment on topics not posted on the meeting agenda. 3-minute limit per citizen.

No public comment.

**Agenda Item #3.** Approval of the minutes of the April 11, 2022 regular meeting.

Motion to approve the minutes of the April 11, 2022 regular meeting as written was made by Commissioner Solomon and seconded by Commissioner Smith. The motion passed unanimously.

**Agenda Item #4.** Receive and take action on the Treasurer's report.

Commissioner Smith provided a copy of the treasurer's report to each commissioner. As of April 30, 2022, the cash balance in bank accounts was \$2,221,923.73. Noted on the report on 4/26/22 was the transfer of Reserve Funding for May 2022: \$3,204.83 transferred from Acct #7840 to Acct #7569 and \$30,300.00 transferred from Account #7840 to Acct #7399. Motion to accept the treasurer's report was made by Commissioner Smith and seconded by Commissioner Solomon. The motion passed unanimously.

**Agenda Item #5.** Receive and take action on the recommended monthly movement of funds from the General Money Market to the two Reserve Accounts.

Commissioner Solomon moved that 1/12<sup>th</sup> of the annual total budgeted amount per reserve account be transferred from the General Money Market Account to the reserve accounts. Commissioner Coley seconded the motion. The motion passed unanimously.

**Agenda Item #6.** Take action on outstanding bills owed by ESD No. 6 District.

Commissioner Smith reported that there was one bill for approval by the District. Our lawyer Ken Campbell from Burns Anderson Jury & Brenner invoiced us for \$100.00 for legal professional services. Motion to pay the outstanding bill for the District was

made by Commissioner Solomon and seconded by Commissioner Coley. The motion passed unanimously.

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

Chief Zipp reported that fire calls are down but EMS calls have been increasing. The department has partnered with several other departments to reduce the cost of annual physicals for fire fighters. Physicals are scheduled to begin in the middle of May. As always, routine equipment maintenance has been ongoing. Chief is researching the sealing of the floor at the Delafield substation training building. He has received one bid with a cost of approximately \$5,600. He is awaiting a second bid.

**Agenda Item #8.** Receive a report from Chief Zipp on projected costs and availability for replacement equipment for CY 2023.

Chief Zipp received an estimate of \$450,622 on an oval tanker tender and it would take 18 -24 months to produce. He will continue to pursue other estimates on the tanker tender. The F150 4X4 LWB pickup has been estimated at \$54,000 but an availability date cannot be locked in at this time. An estimate on the F250 service truck with tail lift for the main station is still working and may not be available until the 2023 models are produced. Chief will continue researching the vehicles.

**Agenda Item #9.** Receive a report on the recent activities of the Schertz EMS.

The EMS Director, Jason Mabbitt reported that Schertz EMS is working their budget with the City of Schertz. The new ESD No. 6 contract cost with Schertz EMS will increase by 2 percent. Director Mabbitt presented some statistics for Schertz EMS and statistics showed the busiest times are from 8 am to 7 pm daily. He also mentioned that when available the extra mobile medic is being staged and operated out of the BVFD main station. Based on workload, the EMS Director will be requesting 7 new positions for next year. The goal is 100% paramedics and currently they are 70% paramedics and 30% EMTs. Currently, 5 Schertz EMTs are in paramedic school.

**Agenda Item #10.** Receive a Bracken Volunteer Fire Department Board update.

No Board member was present. Chief reported that the BVFD Audit is being finalized. The Police Department and BVFD are hosting a pancake breakfast at Paul Davis Park on 21 May from 0800 to 1100 hrs. The money raised will go to the Children's Advocacy Center of Comal County. The Board will work next year's budget during the month of June and submit it to ESD No. 6 the first part of July.

**Agenda Item #11.** Discussion and possible action on the draft policy to appoint a former Commissioner as ESD No. 6 Commissioner Emeritus.

Commissioner Coley presented the drafted policy to appoint a former commissioner as ESD No. 6 Commissioner Emeritus and the Board agreed with the management policy. Commissioner Solomon nominated former ESD No. 6 Commissioner Waechter for Commissioner Emeritus. All Board members concurred. Commissioner Solomon will



draft the letter for President Coley to send to former Commissioner Waechter requesting his acceptance as ESD No. 6 Commissioner Emeritus.

**Agenda Item #12.** Set date, time, and location for next meeting of ESD No.6.

All commissioners agreed that the next regular meeting will be June 13, 2022 at 6:00 P.M. at the BVFD Central Station, 23600 FM 3009, San Antonio, TX.78266

**Agenda Item #13.** Adjourn

Commissioner Coley adjourned the meeting at 6:54 P.M.

Commissioner Randall P. Maschek, Secretary, ESD No. 6

Randall P. Maschek 6/13/2022  
Signature Date