

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 6
August 12, 2019 MINUTES

The Comal County Emergency Services District No. 6 Commissioners met in regular session August 12, 2019 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 and Waechter were present to establish a quorum. Commissioner Yannuzzi was absent. BVFD Fire Chief Donald Zipp, BVFD Board President Charlie Flink and BVFD Board member (Chaplain) Skip Courter were also present.

Agenda Item #2. Approval of the minutes of the July 8, 2019 regular meeting.

Motion to accept the July 8, 2019 minutes as written was made by Commissioner Waechter and seconded by Commissioner Solomon. 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 July 31, 2019, the cash balance in bank accounts was \$2,303,848.88. Motion to accept the treasurer's report was made by Commissioner Solomon and seconded by Commissioner Maschek. The motion passed unanimously.

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

Commissioner Waechter reported that there were six outstanding bills for the District. \$55.00 reimbursement to Commissioner Solomon for a SAFE-D Webinar; \$515.00 reimbursement to Commissioner Maschek for ESD 6 Tax Rate Publishing in the Herald Zeitung; \$1100.00 invoice for annual SAFE-D membership renewal; Comal County Tax Assessor invoice for \$193.97 for collection fees and two bills from our EIKON Architect, invoice #18224.1-3 for \$2,012.57 and invoice # 18224-2-2 for \$1,197.22. Motion to pay the outstanding bills for the District was made by Commissioner Maschek and seconded by Commissioner Waechter. The motion passed unanimously.

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

Chief Zipp reported that the Department has been busy and ran 65 calls for the month. On Labor Day the department will standby with medical support for a run at the Dry Comal Vineyard and on September 14th they will provide medical support for the Bracken Cave event. Also, on September 11 BVFD will provide medical support for Homes for Our Troops landscaping in Trophy Oaks and then participate in the disabled

veteran's home dedication on September 14. BVFD will participate in Comal County ISD's new Safety Committee.

Agenda Item #6. Receive a Bracken Volunteer Fire Department Board update.

BVFD Board President Charlie Flink reported that they are continuing to work the BVFD Employee Handbook and are also looking at providing additional employee insurance to cover cancers related to fire fighting hazards.

Agenda Item #7. Receive Public Comment. 3-minute limit per citizen.

No public comment.

Agenda Item #8. Update and discussion on the planning process for the development of a Strategic Plan for ESD No 6. (Commissioner Solomon)

Commissioner Solomon presented the Board with an impressive list of volunteers that are willing to participate on the ESD No 6 Strategic Planning Committee. The Planning Committee volunteers are Commissioners Solomon and Waechter, BVFD Chief Zipp, BVFD BOD Charlie Flink, Schertz EMS Jason Mabbitt, Garden Ridge resident Jim Bower, Rockwell Ranch resident Chip Pierce, Copper Ridge resident Johnny Young, Trophy Oaks resident Kevin Hendrick, Citizen at Large Kachina Smith, Natural Bridge Caverns Matt Carr, Citizen at Large Loyd Lohman Jr. and Citizen at Large Gary Stegman. The ESD Board had no reservations on any of the volunteers. The first goal will be to reach out to the Committee members and set a meeting date in September. Commissioner Solomon will forward the ESD 6 mission and vision statement to the ESD Board members to review, update and agree upon so the Strategic Planning Committee can then review the mission and vision and add their comments.

Agenda Item #9. Update, discussion, and possible action on the design and construction of the BVFD Delafield Substation and BVFD Central Station renovation.

Chief Zipp reported that he has been communicating with our AC/GM project manager on the BVFD renovation and the Delafield station build. The Architect, EIKON has now been discussing easement requirements and a possible retention pond at the Delafield location. Shawn, AC/GM seems to have matters under control and is working with EIKON on both projects.

Agenda Item #10. Review, discussion and possible action on increasing the ESD No 6 reserve.

After review and discussion the Board decided to table increasing the ESD No 6 reserve for future discussions.

Agenda Item #11. Review, discussion and possible action on adopting an ESD No 6 budget for 2020. (Commissioner Waechter)

The ESD Board discussed in depth the 2020 Budget that was presented by Commissioner Waechter. A motion to adopt the 2020 Emergency Services District No. 6 budget of \$2,179,217.00 was made by Commissioner Waechter and Commissioner Maschek seconded the motion. The motion passed unanimously. (Encl 1: 2020 ESD No 6 Budget)

Agenda Item #12. Review, discussion and action on setting a proposed 2019 Ad Valorem Tax Rate for ESD No 6.

Commissioner Maschek made the following motion on the 2019 Ad Valorem Tax Rate for Comal County Emergency Services District No. 6: "I move that the property tax rate for Comal County ESD No 6 be set at 0.088400 / \$100". The motion was seconded by Commissioner Solomon. The motion passed unanimously. Commissioners Coley, Maschek, Waechter, and Solomon all voted yes to the 0.088400 / \$100 tax rate. Commissioner Yannuzzi was absent.

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

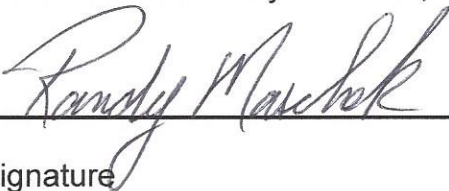

All commissioners agreed that the Special Hearing meetings will be conducted on August 28th and September 3, 2019 at 6:00 P.M. at the BVFD Central Station, 23600 FM 3009, San Antonio, TX.

All commissioners also agreed that the next regular meeting will be on September 9, 2019 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 7:50 P.M.

Commissioner Randy Maschek, Secretary, ESD No. 6

Signature Date

Encl 1: 2020 ESD No 6 Budget

2020 Budget
Comal County Emergency Services District No. 6
Using rate to cover projected capital projects

Revenues

	taxable	Rate	
Ad Valorem Taxes	1,908,262,086	0.000884	1,686,904
Interest			45,000
Intergovernmental-Sales Tax			447,313
Refunds/Sale of Equipment			-
Other Revenue (refund of prior year payments to BVFD)			-
		Subtotal	2,179,217

Expenses

1 First Responder and Fire Services		1,673,450
2 Schertz Emergency Services		134,218
Communication Cost		13,000
3 Other Expense (See Below)		21,225
4 Appraisal & Tax Collector District Fees 1% of tax revenue		16,869
5 Capital Costs provision		320,455
	Subtotal	2,179,217
Funds Difference		\$ -
Sales tax based on history of 17 months payments		
2018 collections	451895	
2019 collections to date	181799	
total	633694	
average collection	37,276	
12 months	447,313	
1 BVFD 2019 contracted amt plus 100K for addl personnel needs		1,673,450.00
2 Schertz Emergency Services:		134,217.90
Homes (Appraisal district)	3489	
Mobile homes	77	
Duplex Living Units	4	
Total Living Units	3570	
Estimate Residence at 2.5 per Unit	8930	
Rate (estimate from Schertz EMS)	15.03	
3 Other Expenses:		
Website Support		100.00
Clerk Fee to Post Agenda		100.00
Audit Fee		5,200.00
Special Collections Fee		300.00
Commissioners Education Expenses		1,000.00
ESD Treasure's Bond		425.00
Insurance Paid to VFIS		1,500.00
SAFE D Conference Fees		2,500.00
SAFE-D Membership Fees		1,100.00
Attorney Fees		3,500.00
Publications and Notices including ads for rate setting		3,000.00
Travel Expense		1,000.00
Office Expense		1,500.00
Total Other		21,225.00
Projection of excess cash		
Cash as of 07/31/2019		2,303,849.00
Projected addl income sales tax, interest and prop tax		221,549.00
Payment to providers for final qtr		(422,688.00)
Reserved Cash		(800,000.00)
Capital for ongoing projects		(250,000.00)
		1,052,710.00
5 Estimated capital spending		-
Completion of Station 1 and 2 construction		1,026,000.00
Replacement for 823 2020 price		792,000.00
upgrade radios		90,500.00
replace tender/tanker		319,000.00
total 5 year capital		2,227,500.00
Use excess funds to cover		-500,000.00
Amount we need to cover		1,727,500.00
average capital per year		345,500.00

ENCL: 2020 ESD No 6 Budget