

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 6
January 13, 2020 Minutes

The Comal County Emergency Services District No. 6 Commissioners met in regular session January 13, 2020 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. BVFD Fire Chief Donald Zipp and AG/CM PM Sean Spyres were also present.

Agenda Item #2. Election of ESD No. 6 Officer positions for 2020.

Commissioner Waechter made a motion that the 2020 ESD No 6 Officer positions remain the same as the 2019 ESD No 6 officer positions: President: Herb Coley, Vice President: Jim Solomon, Treasurer: Bill Waechter, Assistant Treasurer: Frank Yannuzzi, and Secretary: Randy Maschek. Commissioner Solomon seconded the motion. The motion passed unanimously.

Agenda Item #3. Approval of the minutes of the December 9, 2019 regular meeting.

Motion to accept the December 9, 2019 minutes as written was made by Commissioner Waechter and seconded by Commissioner Solomon. 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 December 31, 2019, the cash balance in bank accounts was \$2,211,556.63. Motion to accept the treasurer's report was made by Commissioner Yannuzzi and seconded by Commissioner Maschek. The motion passed unanimously.

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

Commissioner Waechter reported that there were four outstanding bills for the District. One invoice was from Commissioner Coley for four hours of online ESD educational training totaling \$135.00. Commissioner Waechter also submitted an invoice for six hours of online ESD educational training totaling \$170.00. EIKON, our architectural firm submitted an invoice for \$8,569.67 and our PM contractor AG/CM invoiced us for \$1500.00. Motion to pay the outstanding bills for the District was made by Commissioner Maschek and seconded by Commissioner Yannuzzi. The motion passed unanimously.

Agenda Item #6. Receive a report on recent activities of the Bracken Volunteer Fire Department.

Chief Zipp reported that the Department has been running smoothly and there were no fireworks incidents over the holidays. A job order number has been issued for the new ESD pumper engine ordered from Pierce for BVFD. The county burn ban has not been lifted.

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

No BVFD Board member was present.

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

No public comment.

Agenda Item #9. Update and discussion and possible action on the development of the Strategic Plan for ESD No 6. (Commissioner Solomon)

Commissioner Solomon reported that the committees are working hard and the next meeting is January 15, 2020 at 5:00 P.M. at the BVFD Central Station. The meeting scheduled for January 30 will be changed to the first week of February.

Agenda Item #10. Discussion and possible action on sending ESD members to the SAFE-D Conference (February 18-21) 2020 in Galveston, Texas. Go to www.SAFE-D.org for more information.

Any ESD 6, BVFD employee or BVFD Board member is authorized to attend the SAFE-D Conference in February 2020. Commissioner Maschek and Yannuzzi are planning on attending the conference.

Agenda Item #11. Discussion and action on the annual report due to Comal County Commissioners' Court on or before 31 January 2020.

The Commissioners reviewed the report and made some recommendations to be incorporated in the report. Commissioner Coley is planning on presenting the report on January 30, 2020. Commissioner Maschek will check with the Comal County Commissioners Court Coordinator, Ms. Lacy Booker, to confirm the presentation of the ESD report on January 30, 2020.

Agenda Item #12. Update, discussion, and possible action on the design and construction of the BVFD Delafield Substation and BVFD Central Station renovation.

Our AG/CM PM, Sean Spyres, presented EIKON's new Delafield station blueprint and the updated Central Station blueprint that incorporated the recommended changes from the December 9, 2019 ESD Board meeting. He received the EIKON documents at

about 2:00 P.M. today. Sean will review the complete set of computerized architectural blueprints and discuss tree removal and drainage with EIKON. He will then get with the ESD No 6 Building Committee, (Commissioner Yannuzzi and Chief Zipp) to approve and release the final EIKON design / construction documents for submission for bid. Sean contacted our ESD No 6 lawyer, Ken Campbell, and discussed the type of contract to be done for construction. EIKON wanted to do an Engineering Contract but AG/CM recommends an AIA Contract and Mr. Campbell agrees. EIKON will produce the AIA Contract document and Mr Campbell will review it. AG/CM will produce the RFP utilizing the CSP deliver method for contractor bids as agreed upon by all Commissioners in the December 2019 Board meeting. In the next few weeks, ESD 6 will need to publish a notice concerning construction of the Delafield station and the renovation of the Central Station in the Herald Zeitung. Sean will be sending a strawman for this required publication. Commissioner Coley appointed Commissioners Solomon and Yannuzzi along with Chief Zipp as members of the Committee to review the bids. Commissioner Coley also appointed Commissioners Solomon, Yannuzzi and Chief Zipp to be our representatives when construction begins at the Owner, Architect, and Contractor (OAC) monthly meetings.


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

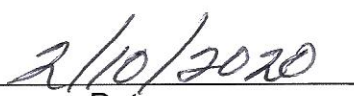
All commissioners agreed that the next regular meeting will be on February 10, 2020 at 6:00 P.M. at the BVFD Central Station, 23600 FM 3009, San Antonio, TX.

Agenda Item #14. Adjourn

Commissioner Coley adjourned the meeting at 7:50 P.M.

Commissioner Randy Maschek, Secretary, ESD No. 6


Signature


Date