

**COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 6**  
**March 9, 2020 Minutes**

The Comal County Emergency Services District No. 6 Commissioners met in regular session March 9, 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 AC/GM contractor representative Sean Spyles was also present along with our ESD 6 lawyer Mr. Ken Campbell.

**Agenda Item #2.** Report, discussion and possible action on the discussion conducted by Commissioner Coley, Maschek and Chief Zipp with ESD 2 and 3 Commissioners and their Fire Chief on partnering at their future Cranes Mill Station.

Commissioners Coley and Maschek and Chief Zipp met with Commissioners Wagner and Whitcomb and their Chief Brinkkoeter to discuss service along HWY 46. Commissioner Wagner seemed to lean heavily upon a set fee cost to provide services for Copper Ridge since they would get an ISO increase which could reduce home owners insurance costs. We suggested a fee for services to provide Copper Ridge and our HWY 46 boundary responses. There is a need to perform an in-depth analysis on how much a fire or EMS run costs. Commissioner Maschek will contact our ESD No 6 lawyer Mr. Ken Campbell to find out the precedence for contracting or fee for service.

**Agenda Item #3.** Discussion and possible action on providing the best service delivery for our ESD No 6 District with our legal advisor Mr. Ken Campbell.

Commissioner Coley provided Mr. Campbell the background on ESD 6's objective to provide the fastest and most responsive service for fire and EMS to our tax payers along our northern HWY 46 boundary. ESD 6 and our fire chief met with ESD 3 and their fire chief about two and a half years ago to discuss services along HWY 46 since they were going to build a station along Cranes Mill Road. We discussed partnering with ESD 3 and providing personnel and equipment from ESD No 6 at their new station. ESD 3 was not in favor of having mixed crews at their station. Their proposal was an annual set fee cost of about \$270,000.00 per year. On February 28, 2020 ESD 6 met again with ESD 2 & 3 to discuss coverage and we suggested fee for service in lieu of set cost or just mutual aid. ESD No 3 Commissioner Wagner did not seem in favor of fee for service but ESD No 2 (EMS) Commissioner Whitcomb wanted to further research the proposal. He agreed that we needed an in-depth analysis on the cost of an EMS or fire run. Mr. Campbell explained that ESD 2 and 3 have been talking with ESD 7 specifically about River Chase. He informed us that you cannot exchange properties if the tax rates go from lower tax rate maximum to higher tax rate maximum leading to a tax rate increase. A fee for service contract is a possibility but how do you

determine the real cost of a medical or fire run. Mr Campbell also represents ESD 3 so we will have to sign some paperwork to have him represent both ESDs. Mr. Campbell went on to explain how they are solving this problem in the Austin area where there are similar problems with ESD boundaries. The ESDs in the Austin area have no territorial boundaries per se and are solving the problem by dispatch. They all train to the same standards and man their stations the same. They now dispatch the closest appropriate unit. A fee for service contract for EMS may be a real possibility since fire is done by mutual aid. ESD 6 may propose that all EMS in the HWY 46 corridor go to ESD2/3 if available and they collect the reimbursable revenue and we supplement with an additional set fee per call. Mr. Campbell suggested that we need to sit down with New Braunfels City, ESD 7, ESD 2 & 3 and ESD 6 and come up with the Southeast solution to provide the best service delivery to the citizens. Mr. Campbell would be willing to facilitate a meeting between the ESDs and New Braunfels to come up with a workable solution. Commissioner Coley will get with Comal County Commissioner Haag to see if he would have the County Commissioners sponsor this meeting.

**Agenda Item #4.** Approval of the minutes of the February 10, 2020 regular meeting.

Motion to accept the February 10, 2020 minutes as written was made by Commissioner Solomon and seconded by Commissioner Coley. The motion passed unanimously.

**Agenda Item #5.** Receive and take action on the Treasurer's report.

Commissioner Waechter provided each commissioner a copy of the report. As of February 29, 2020, the cash balance in bank accounts was \$3,419,878.65. Motion to accept the treasurer's report was made by Commissioner Maschek and seconded by Commissioner Yannuzzi. The motion passed unanimously.

**Agenda Item #6.** Take action on outstanding bills owed by the District.

Commissioner Waechter reported that there were seven outstanding bills for the District. Commissioners Maschek and Yannuzzi submitted reimbursements for attending the SAFE-D Conference in Galveston for \$701.70 and \$870.25 respectively. There were 5 invoices from EIKON (\$4968.50 from November 2019, \$397.50, \$597.01, \$517.50 and \$429.88 for a total EIKON amount of \$6910.39. There are two invoices \$4368.00 and \$3900.00 from AC/GM. Motion to pay the outstanding bills for the District was made by Commissioner Maschek and seconded by Commissioner Solomon. The motion passed unanimously.

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

Chief Zipp reported that the Department has been operating normally and that he has been busy as a committee member reviewing bids for the new Delafield substation and central station renovation.



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

No BVFD Board member was present. Chief Zipp reported that the BVFD Board approved a New Personnel Handbook that is being put together with their lawyer.

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

No public comment.

**Agenda Item #10.** Update and discussion and possible action on the development of the Strategic Plan for ESD No 6. (Commissioner Solomon)

Commissioner Solomon reported that at the last meeting they had a good discussion on the mission and vision statements and values that the committee would like to recommend to the ESD Board. They also had a citizens' forum that looked at things that are going well and not so well and possible changes for the ESD, fire and EMS. The next meeting is scheduled for April 9, 2020.

**Agenda Item #11.** Receive a verbal report on the SAFE-D Galveston conference held 20-22 February 2020 by Commissioners Yannuzzi and Maschek.

Commissioner Yannuzzi reported that Senate Bill 2 will be quite popular during the budget season. HB 2840 set the rules that public may speak on every agenda item. The ESD Board will have to set rules for how long people may talk on items on the agenda. The Board will discuss setting the public comment rules at the next regular ESD Board meeting. The law states that an ESD located wholly in one county shall prepare and file an audit report of the ESD's fiscal accounts and records with the county on or before June 1 of each year. If an ESD fails to complete and file the required audit report by September 1, and a county auditor is not ordered to prepare the report, the ESD Board President and Treasurer are automatically removed from the ESD Board and the commissioners court is required to fill the vacancies.

**Agenda Item #12.** Discussion and approval of the top one, two and three ranked contractors in order of precedence for our ESD No 6 build and renovation.

The review committee has been working diligently reviewing the contractor bids to perform the ESD 6 renovations and new construction. The review committee has requested more time to continue its work and provide their recommendations to the ESD No 6 Board. Commissioner Maschek made a motion to approve more time for the review committee and that ESD No 6 hold a special meeting on March 20, 2020 at 5:00 P.M. to review the committee's recommendations. Commissioner Solomon seconded the recommendation. The motion passed unanimously.

**Agenda Item #13.** Approve the Districts AG/CM Contractor to start negotiations with the top ranked contractor.

No discussion or action was taken on this agenda item.

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

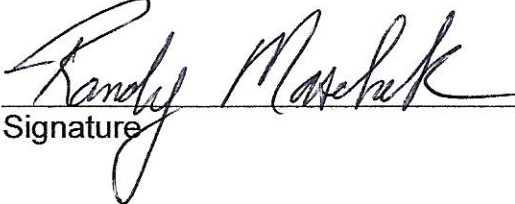
The next special meeting will be on March 20, 2020 at 5:00 P.M. at the BVFD Central Station, 23600 FM 3009, San Antonio, TX.

All commissioners agreed that the next regular meeting will be on April 13, 2020 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 7:45 P.M.

Commissioner Randy Maschek, Secretary, ESD No. 6

 4/13/2020  
Signature Date