

**COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 6**  
**June 10, 2020 Special Meeting Synopsis of Recorded Minutes**

The Comal County Emergency Services District No. 6 Commissioners met telephonically on June 10, 2020. The dial in number for this meeting was (978) 990-5000, access code 348563. The meeting was recorded. This is a synopsis of the recorded minutes

**Agenda Item #1.** Call to order and establish quorum.

Commissioner Coley called the meeting to order at 6:00 P.M. Commissioners Maschek, Solomon, Waechter and Yannuzzi were present telephonically to establish a quorum. BVFD Fire Chief Donald Zipp and BVFD Board of Directors President Charlie Flink were 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.** Briefing, discussion, and possible action on the ESD No 6 Strategic Plan Report. (Commissioner Solomon)

Commissioner Solomon started by thanking the Commissioners for supporting this important and significant project and for taking the time to review this Strategic Plan prior to this meeting. Commissioner Solomon also thanked the 11 citizen volunteers by name (Jim Bower, Charlie Flink, Chip Pierce, Johnny Young, Kevin Hendrick, Kachina Smith, Lloyd Lohman Jr., Gary Stegman, Sue Martin, Matt Carr, and Amber Mittel along with BVFD Chief Zipp, Schertz EMS Director Jason Mabbitt and Commissioner Waechter for all their hard work and dedicated effort in developing this Strategic Plan. The original work plan presented to the Commissioners for the development of this plan started in April 2019 with the research phase and was projected to be completed with a report to the Commissioners with a final plan by July 2020. The plan was completed a month early and is the first Strategic Plan developed for Comal County ESD No. 6. The Committee found it very difficult to locate strategic plans for other ESDs. The Strategic Plan is a road map for planning and providing optimal emergency services for the district. It should be reviewed and updated annually or when a significant event occurs. It should also be used for onboarding new Commissioners. The committee met on numerous occasions and then split into two sub committees to do the detailed work on demographic and geographic analysis as well as the SWOT analysis. The committee found the current state of assessment of ESD No 6 to be in good shape financially and in compliance with regulation. The committee identified three ESD gaps. 1. Accountability of Equipment and Facilities; 2. A Reserve Study and 3. EMS Perception Attention. Commissioner Solomon briefed each of these gaps and a proposed way forward for resolution.

The committee recommended a revised mission and vision statements and refined the core values. The plan also described three Lines of Effort (LOE) to provide for effective, responsive, and efficient emergency services. They were District Services -Fire and EMS; Governance -Administrative Compliance and Property Accountability; and Resourcing – Taxes and Financial Management. The Committee developed Strategic Goals with Supporting Tasks that will guide the District to achieving the Goals. Commissioner Solomon presented the three recommended actions from this Strategic Plan.

1. Adopt this strategic plan to include its refreshed mission and vision statements, core values, and strategic goals, as a living document and guide to meet the ESD#6 mission and move towards its vision, in a planned manner.
2. Implement these three management actions to kickstart alignment with the intent of this guide.
  - 1) Equipment and Facilities Accountability – Develop process and policy for the accountability of ESD#6 owned equipment and facilities.
  - 2) Reserve Study – Commission a Reserve Study to predict lifespan and related expenses for ESD#6 owned equipment and facilities to appropriately fund the Reserve Account.
  - 3) EMS Attention – Improve the perception that fire services have a greater consideration in planning and decisions than does EMS. One action should be to add an agenda item to regular commissioners’ meetings for an EMS report (written or in person) of EMS actions, activities, and concerns.
3. Review this Strategic Plan annually to update, adjust, or modify it dependent on changes to facts, assumptions, or predictions.

Commissioner Solomon opened the brief for questions and discussion and he answered all questions. Commissioner Coley commented that the Vision Statement of the Strategic Plan may need to be worked in the future. Commissioner Coley called for a motion on each of the recommended actions above that were put forward in the Strategic Plan.

Commissioner Solomon made a motion to adopt the strategic plan as a living document with Commissioner Maschek updating Annex F (ESD #6 Annual Requirements Cycle). The motion was seconded by Commissioner Waechter. During the discussion, the Commissioners asked, and Commissioner Solomon agreed, to modify the motion to act on the 3 recommendations separately rather than adopt the entire plan with one motion.

Recommendation 1 & 3: Commissioner Coley made a motion to 1) Adopt this strategic plan to include its refreshed mission and vision statements, core values, and strategic goals, as a living document and guide to meet the ESD#6 mission and move towards its vision, in a planned manner and (3) review this Strategic Plan annually to update, adjust, or modify it dependent on changes to facts, assumptions, or predictions. Commission Waechter seconded the motion and the motion carried unanimously.

Recommendation 2: Commissioner Solomon made a motion to implement the three management actions to kickstart alignment with the intent of this guide. Commissioner Waechter seconded the motion. Commissioners Maschek, Yannuzzi, and Coley voted No. The motion did not pass. Commissioner Solomon will prepare more detailed information for the board to review before the next meeting.

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

All commissioners agreed that the next meeting will be telephonically on July 13, 2020 at 6:00 P.M. Cancellation of telephonic meetings will depend upon the Comal County COVID-19 restrictions.

**Agenda Item #15.** Adjourn

Commissioner Coley adjourned the meeting at 7:03 P.M.

Commissioner Randy Maschek, Secretary, ESD No. 6

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Signature Date

07/13/2020