

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 6
December 9, 2019 Minutes

The Comal County Emergency Services District No. 6 Commissioners met in regular session December 9, 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, Waechter and Yannuzzi were present to establish a quorum. BVFD Fire Chief Donald Zipp was also present along with two AG/CM Inc contractors working for ESD 6.

Agenda Item #2. Approval of the minutes of the November 11, 2019 regular meeting.

Motion to accept the November 11, 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 November 30, 2019, the cash balance in bank accounts was \$2,061,780.12. Motion to accept the treasurer's report was made by Commissioner Maschek and seconded by Commissioner Yannuzzi. The motion passed unanimously.

Agenda Item #4. 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 our Contractor AG/CM for \$2100, another invoice from VFIS for \$1306 for our ESD 6 annual Insurance renewal, a Treasurer Bond invoice for \$425.00 from VFIS and a 2019 Appraisal District invoice for \$17,013.81. 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 #5. Update, discussion and possible action on the 2020 VFIS Insurance renewal.

There were no questions from the ESD 6 Board concerning the 2020 VFIS Insurance renewal.

Agenda Item #6. 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.

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

Chief Zipp reported that the Department is running smoothly and they have been busy with training and responded to over 70 emergency runs. All of the bunker gear and respirators passed the yearly inspection. Chief will work on setting up another meeting with ESD 2 & 3 to discuss Copper Ridge and 46 area support.

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

No BVFD Board member was present.

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 the two subcommittees are working hard and digging deep. The next working meeting of the subcommittees is Thursday, January 16, 2020. The subcommittees will report on their findings during the 30 January meeting and then begin their analysis phase.

Agenda Item #11. Update, discussion, and possible action on the design and construction of the BVFD Delafield Substation and BVFD Central Station renovation.

Sean Spyres, PM from AG/CM went over the draft blueprints that EIKON produced for the Delafield station and the renovation of the Central Station. The Commissioners discussed the orientation of the new Delafield station based on the County requirement for a 20-foot easement, TCEQ runoff requirements, parking requirements, future building expansion and the removal of the large trophy oak tree. The board members concurred that the removal of the oak tree would provide the best station orientation. Sean will have EIKON provide some designs on the Delafield orientation with the oak removed. The Central Station blueprints were reviewed in detail and the PM answered all questions. This review resulted in adding a door and separate HVAC to the Central Station renovation plans. AG/CM informed the Board that they needed to decide on the delivery method of the contract bids for the Delafield build and Central Station renovation.

Commissioner Solomon made a motion that we utilize the Competitive Sealed Proposal (CSP) for the delivery method of contractor bids and that the criteria for selection be based on 40% Price, 10% Experience and Qualifications, 20% Key Personnel, 20% References, and 10% Subcontractors. Commissioner Yannuzzi seconded the motion. The motion passed unanimously.

Commissioner Solomon made a motion that the Building Committee (Commissioner Yannuzzi and Chief Zipp) be authorized to approve the final EIKON design / construction documents for submission for bid. Commissioner Waechter seconded the motion. The motion passed unanimously.

Agenda Item #12. Review, discussion, and possible action on finalizing the specifications and selecting the method of payment for the new Pierce Enforcer Pumper engine for BVFD.

Commissioner Maschek made a motion that we pay for the new Pierce Enforcer Pumper Engine for BVFD on delivery. Commissioner Waechter seconded the motion. The motion passed unanimously.

Agenda Item #10. Set date, time, and location for next meeting of ESD No.6.

All commissioners agreed that the next regular meeting will be on January 13, 2019 at 6:00 P.M. at the BVFD Central Station, 23600 FM 3009, San Antonio, TX.

Agenda Item #11. Adjourn

Commissioner Coley adjourned the meeting at 7:20 P.M.

Commissioner Randy Maschek, Secretary, ESD No. 6

 01/13/2020
Signature Date