

**COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 6  
DECEMBER 14, 2020 Minutes**

The Comal County Emergency Services District No. 6 Commissioners met telephonically on December 14, 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 telephonic meeting to order at 6:00 P.M. Commissioners Maschek, Pierce, Solomon and Waechter were present telephonically. BVFD Fire Chief Donald Zipp, BVFD Board President Charlie Flink, Schertz EMS Director Jason Mabbitt and AG/CM contractor representative Sean Spyres were also present telephonically.

**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.** Approval of the draft synopsis minutes of the November 9, 2020 regular meeting.

Motion to approve the draft synopsis minutes of the November 9, 2020 regular meeting as written was made by Commissioner Solomon and seconded by Commissioner Waechter. The motion passed unanimously.

**Agenda Item #4.** Approval of the draft synopsis from the December 2, 2020 Special Meeting.

Motion to approve the draft synopsis minutes of the December 2, 2020 special meeting as written was made by Commissioner Pierce and seconded by Commissioner Solomon. The motion passed unanimously.

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

Commissioner Waechter provided a copy of the treasurer's report to each commissioner. As of November 30, 2020, the cash balance in bank accounts was \$1,272,272.90. Motion to accept the treasurer's report was made by Commissioner Coley and seconded by Commissioner Maschek. 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 approval by the District. An invoice from Comal Appraisal District for the 2021 ESD No 6 Tax Levy totaling \$18,165.28; an invoice from Best Buy totaling \$4,199.77 for new refrigerators for the BVFD Central Station; an invoice from AG/CM for project

management fees totaling \$478.92; an invoice from Kimco Services for \$6464.00 for equipment for the newly purchased engine; an invoice from NAFCO for equipment for the newly purchased engine; and invoice from Seidel Construction for October and November construction draws for the Central and Delafield stations totaling \$587,513.62; and the final invoice from Siddons-Martin Emergency Group for the new engine for \$735,119.00. Motion to pay the outstanding bills for the District was made by Commissioner Maschek and seconded by Commissioner Pierce. The motion passed unanimously.

**Agenda Item #7.** Update, discussion, and possible action on the construction of the BVFD Delafield Substation and BVFD Central Station renovation.

Chief Zipp reported that the Delafield Station is coming along nicely and the walls are up and pretty well dried in and they are working on water lines, electrical, gas and heaters. Awaiting the front doors. The Central Station is scheduled for a punch list walk through on Wednesday and the pumps for the stations fire suppression system. EIKON will be coming down for the punch list walk through.

AG/CM Sean Spyres informed the Board that AG/CM is getting with Seidel to possibly hire some more subcontractors to get the projects back on schedule. The Board was also informed that there will be some cost overrun primarily for FF&E (Furniture, Fixtures, and Equipment). This small cost overrun increase is approximately about 15 to 20 thousand. The asphalt paving that was not part of the original Delafield architectural plans for the drive and parking area is not included as part of this cost overrun. It will be a separate cost. EIKON has submitted the plan for the asphalt to TCEQ but has not heard back. TCEQ has 90 days to respond. AG/CM has the plan from EIKON for the asphalt and 12-inch concrete curb. It is currently out for bid. AG/CM has not heard anything back from TCEQ on any previous conversations concerning a possible fine for ESD No 6.

The ESD Board President discussed the fact that the BVFD Board at their meeting in November 2020 approved \$20,000 of non-ESD funds for BVFD to purchase furniture and comfort items for the firefighters. The ESD Board discussed that they also would support fully furnishing the stations once Chief has time to finalize the needs and present them to the ESD Board.

**Agenda Item #8.** Receive a report on recent activities of the Bracken Volunteer Fire Department.

Chief reported that the Department is doing well. One firefighter and the BVFD Board Chaplain Skip Coulter went to Suicide Prevention Trainer Training and this should benefit the department, surrounding departments and the community. Chief is getting ready for going through the punch list and the Central Station is looking good but a lot of little things need to be corrected. Last week the department had 4 hours of training on the new engine from a Pierce representative. The new equipment is being installed on the engine.

**Agenda Item #9.** Receive a report on the recent activities of the Schertz EMS.

Schertz EMS Director Jason Mabbitt reported that they just finished the final inspection of a newly purchased ambulance in Florida and should have the ambulance within the next few weeks. It will replace Medic 3 which is the ambulance that services the ESD No 6 district. December is one of the busiest months for Schertz EMS. The call volume has been high and there has been a spike in COVID calls possible due to the Thanksgiving holiday. San Antonio has an increase in hospitalizations and is hovering around 700 in-patients. BVFD personnel have been included in the Schertz EMS plan for receiving the COVID vaccine. By the end of January all BVFD and Schertz first responder personnel should have been offered the vaccine. The general public should be offered the vaccine sometime in April of 2021.

**Agenda Item #10.** Receive a Bracken Volunteer Fire Department Board update.

BVFD Board of Director President, Charlie Flink, informed the ESD that the BVFD Board met on 16 November and they decided to cancel the annual BVFD Christmas party. The Board approved incentive pay and interim pay raises for full time and other personnel. The Board elected their slate of officers which remained the same as the year before. They also approved \$20,000.00 of non-ESD funds for BVFD Central Station furnishings.

**Agenda Item #11.** Review, discussion, and possible action on renewal of the BVFD contract for 2021.

Commissioner Coley summarized the ESD No 6 Board meeting (all ESD No 6 Commissioners) we had with BVFD Board Members (President Charlie Flink and Secretary Jim Moreland). BVFD Lawyer Ken Campbell answered all of BVFD's recommendations / questions and forwarded a clean version of the 2021 contract to all parties involved. BVFD Board President Charlie Flink commented that he and Secretary Jim Moreland were please with Mr. Campbell's explanation of all the contract questions they had proposed. They were in favor of the clean contract Mr. Campbell forwarded after the 2 December 2020 meeting. They were going to recommend approval of the contract at their December 18, 2020 BVFD Board meeting. Also, BVFD is reviewing their VFIS insurance coverages as recommended by Mr. Campbell and will let ESD No 6 know if additional funds are needed to cover insurance increases. Commissioner Coley made a motion that the ESD Board rescind the BVFD contract approved at the ESD No 6 Board meeting on September 14, 2020 Agenda Item # 14 and approve the ESD No 6 BVFD clean contract forwarded by Ken Campbell after the December 2, 2020 meeting. Commissioner Maschek seconded the motion. The motion passed unanimously.

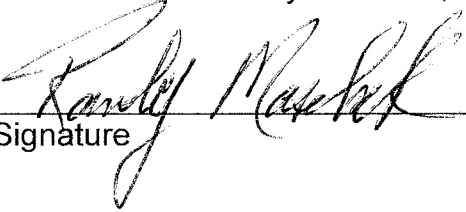

**Agenda Item #12.** Set date, time, and location for next meeting of ESD No.6.

All commissioners agreed that the next regular meeting will be telephonically on January 11, 2021 at 6:00 P.M. Cancellation of telephonic meeting will depend upon the Comal County COVID-19 restrictions.

**Agenda Item #13. Adjourn**

Commissioner Coley adjourned the meeting at 6:45 P.M.

Commissioner Randy Maschek, Secretary, ESD No. 6

   
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Signature Date