

**COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 6**  
**April 11, 2022 MINUTES**

The Comal County Emergency Services District No. 6 Commissioners met in regular session April 11, 2022 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.

Commissioner Coley called the meeting to order at 6:00 P.M. Commissioners Maschek, Pierce, Smith and Solomon were present. BVFD Fire Chief Donald Zipp and Schertz EMS Representative Brandon Hill were also 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.** Approval of the minutes of the March 14, 2022 regular meeting.

Motion to approve the minutes of the March 14, 2022 regular meeting as written was made by Commissioner Solomon and seconded by Commissioner Pierce. The motion passed unanimously.

**Agenda Item #4.** Receive and take action on the Treasurer's report.

As of March 31, 2022, the cash balance in bank accounts was \$2,172,730.17. The treasurer established two new money market accounts at the Schertz First United Bank as discussed at our March 14<sup>th</sup> ESD No 6 meeting. A money market account #7569 for the Operational Reserve and a money market account #7399 for the Facilities / Equipment Reserve as depicted on the monthly March 31, 2022 Treasurer's report.

It was recommended by the past Treasurer at the January 2022 commissioner's board meeting that the unused capitol of \$169,309.40, be used to fund a new Facilities & Equipment Reserve Account (a recommendation from the ESD Strategic Planning Committee). This was implemented in February 2022 with the addition of a line for this Reserve account in the 2022 Treasurer's Report. Subsequently, this new account, #7399, was established including the \$169,309.40.

The Operational Reserve Account of \$736,000 plus 3 months (\$9,614.49) of the annually budgeted \$38,458 Operational Reserve was moved to the new Money Market Operational Reserve account #7569.

The Facilities and Equipment Reserve of \$233,309.40 plus 3 months (\$90,900) of the annually budgeted \$363,300.00 was moved to the new Money Market Facilities and Equipment Reserve Account #7399.

Motion to accept the treasurer's report was made by Commissioner Pierce and seconded by Commissioner Solomon. The motion passed unanimously.

**Agenda Item #5.** Take action on outstanding bills owed by ESD No. 6 District.

Commissioner Smith reported that there were 3 bills for approval by the District. Schertz EMS quarterly Contract invoice for \$41,238.22; VFIS treasurers bond invoice of \$396.00 and Comal County Tax Assessor / Collector invoice for \$253.37 for 2021 collection fees. Commissioner Coley made a motion to pay the outstanding bills for the District and transfer three months of funds from the General Money Market Account # 7840 to the Operational Reserve Money Market Account #7569 and Facilities and Equipment Reserve Money Market Account #7399 in accordance with the ESD No. 6 Strategic Plan. Commissioner Pierce seconded the motion. The motion passed unanimously.

**Agenda Item #6.** Review, discussion, and possible action on the ESD No. 6 method of funding the Operational Reserve and the Equipment / Facility Reserve Accounts.

Agenda Item #6 generated a discussion concerning the process for funding the two reserve accounts. Following discussion, Commissioner Solomon made a motion to approve funding of the Operational Reserve Account #7569 and the Facilities & Equipment Reserve Account # 7399 on a monthly basis from the General Money Market Account #7840 as discussed in this meeting and the previous monthly meeting. The process shall begin at the ESD No 6 monthly regular meeting with the Treasurer proposing the amount that each Reserve Account is to be funded for that month. This allows discussion and approval by the commissioners. If approved, following the meeting the Treasurer will take actions to reallocate funds. The movement of funds will then be reflected on the following month's treasurer's report. Commissioner Pierce seconded the motion. The motion passed unanimously.

Further, as a management practice, it was agreed that "notes" will be added to each monthly treasurer's report to provide clarity to the reallocation of funds from one ESD No 6 account to another or to provide any additional information to assist in retaining a historical tracking of funds and for audit purposes. For example:

Note: IAW the March 14, 2022 ESD No 6 decision pertaining to the management of the Reserve Accounts, the Operational Reserve Account #7569 and the Facilities & Equipment Reserve Account #7399 shall be funded from the General Money Market Account #7840 on a monthly basis in an amount equaling 1/12th of the annual total budgeted amount per reserve account.

*Reserve Funding for April 2022, \$3,204.83 was approved for transfer from the Acct #7840 to Acct #7569 and \$30,300.00 was approved for transfer from Acct #7840 to Acct #7399.*

Additional discussion pursued regarding the history behind decisions related to this matter.

The ESD No 6 2021 approved annual budget includes a line item for "Capitol Expense & Deficit". This was created as a one-year placeholder to account for money allocated for the ESD No 6 2020-2021 facilities construction and renovation project. This budget item will not be expensed in 2022 as the project was completed by 12/31/2021.

**Agenda Item #7.** Discussion and possible action to replace selected fire apparatus in CY 2023 per the approved Reserve Study.

Commissioner Solomon presented a comparison of the Reserve Study projected requirements compared to the actual requirements for equipment for CY 2023 determined by Chief Zipp. Chief Zipp's recommended order for replacement is one 4 X 4 Rescue Squad for the Waechter substation, Utility Truck for main station and a Tanker Truck for the main station. Chief Zipp will pursue current costs for these vehicles and report back to the ESD Board.

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

Chief Zipp reported that the department has been very busy with responding to calls. Our ISO rating recently received is a 4 and 4Y and we are just a point or so shy of an ISO rating of 3. We are better than our last ISO rating. Chief will begin working on requirements to increase to an ISO 3. Chief reported that the quarterly report from ESD 3 Chief Mikel for our ILA contract was 6 fire and 14 medical for a total of 20 calls. The department has been doing classes and working with counselors at local high schools to see if graduates would be interested in becoming fire fighters. New monthly meetings are being held on upgrading the Comal County Emergency Communications. The talk is that this could be a rather large expense for the connectivity and software. Chief will keep us up to date.

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

Schertz EMS representative Brandon Hill reported that Schertz EMS is continuing to respond to 1100 to 1200 calls per month. The Marion station has been replaced with a new structure. COVID calls and hospitalizations are continuing to decline. Schertz EMS is utilizing an extra Medic unit when staffing permits and it is located at the BVFD main station when possible.

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

No Board representative was available.

**Agenda Item #11.** Discussion and possible action to appoint a former Commissioner as ESD No. 6 Commissioner Emeritus.

Commissioner Coley is going to draft a policy to describe the duties of an Emeritus and will present it to the board for approval at the next monthly meeting.

**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 May 9, 2022 at 6:00 P.M. at the BVFD Central Station, 23600 FM 3009, San Antonio, TX.78266

**Agenda Item #13.** Adjourn

Commissioner Coley adjourned the meeting at 7:15 P.M.

Commissioner Randall P. Maschek, Secretary, ESD No. 6

Randall P. Maschek                      05/09/2022  
Signature    Date