

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 6
August 8, 2022 MINUTES

The Comal County Emergency Services District No. 6 Commissioners met in regular session August 8, 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 Solomon called the meeting to order at 6:00 P.M. Commissioners Maschek and Smith were present to establish the quorum. Commissioners Coley and Pierce were absent. BVFD Fire Chief Donald Zipp and Schertz EMS Director Jason Mabbitt 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 July 18, 2022 regular meeting.

Motion to approve the minutes of the July 18, 2022 regular meeting as written was made by Commissioner Smith and seconded by Commissioner Solomon. The motion passed unanimously.

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

Commissioner Smith provided a copy of the treasurer's report to each commissioner. As of July 31, 2022, the cash balance in bank accounts was \$1,926,666.92

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

Agenda Item #5. Take action on the Treasurer's recommended monthly movement of funds from the General Money Market to the two Reserve Accounts.

Commissioner Smith moved that 1/12th of the annual total budgeted amount per reserve account be transferred from the General Money Market Account to the reserve accounts. Commissioner Maschek seconded the motion. The motion passed unanimously.

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

Commissioner Smith reported that there were two bills for approval by the District. An invoice of \$1100.00 from SAFE-D for our annual membership renewal and reimbursement to Commissioner Maschek for \$40.00 for a SAFE-D Webinar on ESD Tax Rates and Notices. 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 the recent activities of the Schertz EMS.

Schertz EMS Director, Jason Mabbitt, reported that July 2022 was the busiest month ever with over 1200 calls for Schertz EMS. The Director informed the ESD Board that the Schertz City Manager is retiring and the Assistant City Manager submitted his resignation so he will not have a new boss for a period of time. Schertz also has a new Fire Chief and Police Chief and will soon have a new Assistant Fire Chief and Assistant Police Chiefs.

Agenda Item #8. BVFD update, review, discussion and possible action on the "First-In Alerting Core Systems" interface with the Comal Computer Aided Dispatch (CAD).

Chief Zipp reported that the First-In Alert Core Systems are moving forward and WestNet will be coming out to do training in the future. It has been noted that 50% of the current BVFD radios will not work with the new system. Chief is working the issue of procuring new radios as needed and will keep us updated on the procurement prices of the new handheld and mobile units. The Motorola Software quote for connectivity interface to the County is good until March of 2023.

Agenda Item #9. Receive a report on recent activities of the Bracken Volunteer Fire Department.

Chief Zipp reported that vehicle maintenance on one truck with drums, brakes and tires was expensive but the vehicle is up and running. The electrical connectivity for the water softner is being worked and the drainage pit for the backwash at the Waechter substation is also being worked.

Agenda Item #10. Review, discussion and possible action on authorizing BVFD Chief Zipp to contract for a new tanker truck for the Waechter Sub-Station.

The original quote that Chief received for the tanker truck was \$442,000.00 and the new quote is \$548,000.00. Chief is pursuing quotes from other manufactures. We will keep this as an agenda item moving forward.

Agenda Item #11. Receive a Bracken Volunteer Fire Department Board update.

No member present.

Agenda Item #12. Review, discussion and possible action on adopting the ESD No 6 budget for 2023.

Commissioner Smith provided each Commissioner a copy of a draft 2023 budget for ESD No 6. The Commissioners discussed the various lines of the budget which was formulated utilizing the BVFD 2023 budget, Schertz EMS Contract and the 2023 proposed increase in the ESD No. 3 Contract and the ESD No. 6 Strategic Plan and Reserve Study. Commissioner Smith made a motion to adopt the ESD No 6 Budget for

2023 of \$2,993,464.00. Commissioner Maschek seconded the motion. The motion was approved unanimously. (Encl 1)

Agenda Item #13. Review, discussion and action on setting a proposed 2022 Ad Valorem Tax Rate for ESD No. 6

Commissioner Maschek made the following motion on the 2022 Ad Valorem Tax Rate for Comal County Emergency Services District No. 6: "I move that the proposed (M&O) property tax rate for Comal County ESD No 6 be set at 0.084678 / \$100". The motion was seconded by Commissioner Smith. The motion passed unanimously. Commissioners Maschek, Pierce, Smith and Solomon each voted yes to the (M&O) property tax rate of 0.084678 / \$100 tax rate. Commissioner Coley and Pierce were absent.

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

All commissioners agreed that the next regular meeting will be September 12, 2022 at 6:00 P.M. at the BVFD Central Station, 23600 FM 3009, San Antonio, TX.78266

Agenda Item #15. Adjourn

Commissioner Solomon adjourned the meeting at 6:29 P.M.

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

	
_____ Signature	_____ Date

Encl 1: Adopted ESD No. 6 Budget for 2023.

2023 Adopted Budget
Comal County ESD No. 6
August 08, 2022

<u>Revenue</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Ad Valorem Taxes (NNR .084678)	1,792,287.00	2,109,341.00	2,196,854.00
Interest #7840, #7569 & #7399	5,000.00	5,000.00	9,000.00
Intergovernmental-Sales Tax (past 12 mos)	550,000.00	667,812.00	787,610.00
Subtotal	2,347,287.00	2,782,153.00	2,993,464.00
<u>Expenses</u>			
Appraisal & Tax Collector District Fees	17,923.00	20,575.00	25,260.00
BVFD	1,695,400.00	1,787,300.00	1,969,420.00
BVFD CAD Upgrades	0.00	0.00	77,577.00
Capitol Expenditures Defecit 2021	0.00	146,525.00	0.00
EMS-City of Schertz	143,809.00	148,870.00	139,346.00
ESD 3	0.00	260,000.00	275,829.00
Facilities and Equipment Reserve Funding	0.00	363,600.00	418,092.00
Operational Reserve Funding	452,465.00	38,458.00	65,740.00
Other Expense	20,025.00	16,825.00	22,200.00
Subtotal	2,329,622.00	2,782,153.00	2,993,464.00
Total	17,665.00	0.00	0.00

Other Expenses-Detail

Attorney fees	3,500.00	3,500.00	5,000.00
Audit Fees	5,200.00	5,500.00	5,800.00
Commissioner Continuing Education	750.00	1,000.00	1,200.00
County Clerk - Agenda posting Fees	100.00	100.00	200.00
Insurance	1,500.00	1,500.00	2,000.00
Insurance- Treasurers Bond	425.00	425.00	500.00
Kristen Hoyt - Special Collection Fees	300.00	250.00	500.00
Newspaper - tax rate setting adds	2,000.00	800.00	1,500.00
Office Supplies	1,500.00	500.00	700.00
SAFE-D Annual Membership	1,100.00	1,100.00	1,100.00
SAFE-D Conference exp/education	2,500.00	1,000.00	1,500.00
Travel and Accommodation	1,000.00	1,000.00	2,000.00
Website Support	150.00	150.00	200.00
Total	20,025.00	16,825.00	22,200.00

By: Kachina B. Smith, Treasurer

Encl 1: Adopted ESD No. 6 Budget for 2023