

**COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 6**  
**June 13, 2022 MINUTES**

The Comal County Emergency Services District No. 6 Commissioners met in regular session June 13, 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, and pledges to the flags.

Commissioner Solomon called the meeting to order at 6:00 P.M. Commissioners Maschek and Smith were present. Commissioner Coley and Commissioner Pierce were absent. BVFD Fire Chief Donald Zipp, Schertz EMS Representative Brandon Hill and Mr. Jesus L. Villarreal (Auditor) for Armstrong, Vaughan & Associates were also present.

**Agenda Item #2.** Welcome our ESD No. 6 Commissioner Emeritus.

Commissioner Solomon welcomed our Commissioner Emeritus William Waechter to our meeting and thanked him for accepting his ESD No. 6 Emeritus status. ESD 6 looks forward to his 30 plus years of historical knowledge and wisdom in supporting our ESD 6 mission of providing for and overseeing the resourcing and governance of high-quality Fire, EMS, and other Emergency Services for the protection of life and property in our district.

**Agenda Item #3.** Receive Public Comment on topics not posted on the meeting agenda. 3-minute limit per citizen.

No public comment.

**Agenda Item #4.** Approval of the minutes of the May 9, 2022 regular meeting.

Motion to approve the minutes of the May 9, 2022 regular meeting as written was made by Commissioner Smith and seconded by Commissioner Solomon. The motion passed unanimously.

**Agenda Item #5.** Receive and possible action on the out brief of the 2021 Comal County ESD No 6 annual audit report conducted by Armstrong, Vaughan & Associates, P.C. (Armstrong Vaughn & Associates).

Mr. Jesus L. Villarreal the auditor from Armstrong, Vaughan & Associates who performed the 2021 audit for ESD No. 6 provided an overview of our ESD 6 audit. Mr. Villarreal reported that there was really nothing out of the ordinary and the biggest change was in the fixed assets after the construction and remodeling in 2020 and 2021. He also stated that there was no necessity to change the way we account for our funds on a monthly basis with the Treasurer's report and supporting documents. We should probably keep our TexPool account during these turbulent times.

**Agenda Item #6.** Receive and take action on the Treasurer's report.

Commissioner Smith provided a copy of the treasurer's report to each commissioner. As of April 30, 2022, the cash balance in bank accounts was \$2,317,565.25. Motion to accept the treasurer's report was made by Commissioner Maschek and seconded by Commissioner Solomon. The motion passed unanimously.

**Agenda Item #7.** 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 1/12<sup>th</sup> 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 #8.** Take action on outstanding bills and quarterly contracts due payment by ESD No. 6 District.

Commissioner Smith reported that there were three bills for approval by the District. Commissioner Coley and Commissioner Solomon submitted an invoice for \$40.00 each for reimbursement of required online training with SAFE-D and an invoice for \$114.99 from milMedia for our webpage Hosting Plan from 06/21/2022 – 06/20/2023. The quarterly contract payments to BVFD (\$446,825.00), Schertz EMS (\$41,238.22) and ESD No. 3 (\$64,593.75) were also presented for approval. Motion to pay the outstanding bills and quarterly contracts for the District was made by Commissioner Maschek and seconded by Commissioner Solomon. The motion passed unanimously.

**Agenda Item #9.** Discuss and take action on the reimbursement to BVFD for the cost of floor sealing for the Waechter Substation training room.

Commissioner Solomon made a motion that we approve the reimbursement to BVFD for the cost of floor sealing for the Waechter Substation training room not to exceed \$6000.00. Commissioner Maschek seconded the motion. The motion passed unanimously.

**Agenda Item #10.** Receive a report on recent activities of the Schertz EMS.

Schertz EMS Representative Brandon Hill reported that Schertz EMS is currently fully staffed with full time employees and trying to hire some part time individuals. Schertz is also working on plans to keep their fleet running while they try to procure new ambulances. They are experiencing difficulty in procuring new vehicles like everyone else. COVID numbers are on the increase.

**Agenda Item #11.** Receive a report on the recent activities of the Bracken Volunteer Fire Department.

Chief Zipp reported that the department is staying busy and they are currently down one full time position and he is evaluating two part time individuals for the opening. The



burn ban is in affect and individuals have been acting responsible but the Caverns calls have picked up over the last month. Individuals are not heeding the printed and verbal warnings before entering the cave. The pancake breakfast that was held with the Garden Ridge Police department was a success. Vehicle maintenance is on going and bunker gear and hose replacement are taking much longer to get through the supply chain. The department will support the Garden Ridge parade and the Garden Ridge 50-year anniversary celebration. The water softer slab and shelter are being worked by the department members to try and save some funds.

**Agenda Item #12.** Receive a report from Chief Zipp on projected costs and availability for replacement equipment for CY 2023.

Chief Zipp reported that the tanker truck purchase will require an 18 to 24 month lead time and the current cost is estimated at \$442,193,00. The 250 Dodge truck price is estimated at \$52,645.00 and the 150 Ford 4X4 LWB is estimated at \$54,630.00. Ford will not accept an order for a 2022 F250 and they will not give an estimate on a F250 until September when they start the 2023 production.

**Agenda Item #13.** Discuss and take action on the **Memorandum of Understanding and Interlocal Agreement** of Comal County Emergency Services Districts (No.1, No.2, No.4, No.5, No.6 and No.3) in which ESD 6 agrees to reimburse ESD 3 \$17,384.46 for their portion of the WestNet Dispatch Platform System for two (2) stations and ESD 6 agrees to reimburse ESD 3 \$1,499.98 for their portion of the initial WestNet interface annual maintenance cost.

Chief Zipp explained to the Board that the Fire Chiefs of the various ESDs worked this Memorandum of Understanding and Interlocal Agreement. This Memorandum of Understanding and Interlocal Agreement was finalized by Mr. Ken Campbell the lawyer for ESD No. 3 and ESD No. 6. After an in-depth discussion, Commissioner Maschek made a motion to have Commissioner Coley (President ESD No. 6) sign the Memorandum of Understanding and Interlocal Agreement of Comal County Emergency Services Districts (No.1, No.2, No.4, No.5, No.6 and No.3) in which ESD 6 agrees to reimburse ESD 3 \$17,384.46 for their portion of the WestNet Dispatch Platform System for two (2) stations and ESD 6 agrees to reimburse ESD 3 \$1,499.98 for their portion of the initial WestNet interface annual maintenance cost when invoiced by ESD No. 3. Commissioner Smith seconded the motion. The motion passed unanimously.

**Agenda Item #14.** Discussion and possible action on the WestNet Comal County Fire Department Station Alerting Price Per Department for the Fire Station Core System for the BVFD Central Station and the BVFD Waechter Substation at a total cost of \$36,984.56.

Commissioner Maschek made a motion that we approve \$36,984.56 for the WestNet Comal County Fire Department Station Alerting Price Per Department for the Fire Station Core System for the BVFD Central Station and the BVFD Waechter Substation. Commissioner Solomon seconded the motion. The motion passed unanimously.

**Agenda Item #15.** Discussion and possible action on the additional cost for laptops and or tablets and mounting equipment for BVFD fire apparatus.

The Commissioners discussed the necessity to upgrade the Motorola Radios software to interface with the CAD and the procurement of tablets and/or laptops and appropriate vehicle and base mountings to be purchased along with the necessary software to interface with the CAD.

Commissioner Maschek made a motion to authorize BVFD up to \$42,000.00 for the Motorola software and maintenance (\$26,707.39 quote dated 03/28/2022) and the additional tablets and/or laptops and appropriate hardware and software to be purchased to interface with the CAD. Commissioner Smith seconded the motion. The motion passed unanimously.

**Agenda Item #16.** Receive a Bracken Volunteer Fire Department Board update.

Chief reported that the BVFD Audit is being finished up and the Board is working the proposed 2023 Budget.


**Agenda Item #17.** Set date, time, and location for next meeting of ESD No.6.

All commissioners agreed that the next regular meeting will be July 18, 2022 at 6:00 P.M. at the BVFD Central Station, 23600 FM 3009, San Antonio, TX.78266

**Agenda Item #18.** Adjourn

Commissioner Solomon adjourned the meeting at 7:00 P.M.

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

  
Signature \_\_\_\_\_ Date 7/18/2022