

**COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 6
December 12, 2022 MINUTES**

The Comal County Emergency Services District No. 6 Commissioners met in regular session December 12, 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 Coley called the meeting to order at 6:00 P.M. Commissioners Maschek, Smith, Solomon and Brown were present. BVFD Board member Chaplain Skip Courter 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 draft minutes of the November 14, 2022 regular meeting.

Motion to approve the minutes of the November 14, 2022 regular meeting as written was made by Commissioner Solomon and seconded by Commissioner Smith. 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 October 31, 2022, the cash balance in bank accounts was \$1,705,031.21.

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

Agenda Item #6. Take action on outstanding bills owed by ESD No. 6 District and authorization for the 1st quarter contracts with BVFD (\$492,355.00) and Schertz EMS (\$34,836.38), ILA payment to ESD No 3 (\$68,957.25) due in January 2023 and VFIS insurance payment (\$1,293.00) due on 01/01/2023.

Commissioner Smith reported that there were two bills for approval by the District. An invoice for \$1,293.00 from VFIS for our annual ESD No.6 insurance renewal; an invoice for \$22,339.77 from the Comal County Appraisal District for our total ESD 6 2023 Contribution. Motion to pay the two outstanding bills for the District and approval of payment of the 2 Contracts (BVFD and Schertz EMS) and ILA with ESD 2 & 3 was made by Commissioner Solomon and seconded by Commissioner Brown. The motion passed unanimously.

Agenda Item #7. Receive a report on the recent activities of the Schertz EMS.

Schertz EMS representative Brandon Hill reported that Schertz EMS has started a new fiscal year and they are hiring EMTs and Paramedics. Currently they have hired 6 new EMTs. COVID is slightly increasing in the area but flu and RSV are rising. Call volume continues to be high.

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) and the procurement of new radios for BVFD.

Chief Donald Zipp was not present but provided a written response to Agenda Item #8. "First-In Alerting Core Systems": The CAD is operational, and they are working out small issues. Next month I will elaborate more regarding the Operation of CAD. BVFD is waiting on the arrival of the radios.

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

Chief Zipp also reported by email on Agenda Item #9. Around Thanksgiving the Burn Ban was lifted for 96 hours. It is back in place, and we are hoping for more rain. BVFD participated in a fire drill at Hanson Quarry. The first Friday of the month we drove Santa to the Garden Ridge Tree Lighting Celebration and will be taking Santa to the library Saturday, December 17, 2022. BVFD is taking applications for new hires.

Agenda Item #10. Update, review, discussion and possible action on the procurement of a new 4X4 truck for BVFD.

Chief responded by email and stated that the 4x4 Truck has been ordered and due to arrive in February 2023.

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

Chaplain Chip Courter reported that the BVFD Christmas party held on December 3, 2022 for the membership was very enjoyable. He is planning another class on Health and Wellness in the near future. Chaplain also thanked the ESD for all the support they provide the BVFD to complete their mission.

Agenda Item #12. Discussion and possible action for a Comal County ESD No 6 website redesigns.

Commissioner Solomon reported that our ESD No. 6 website manager Mil Media has informed us that our initial site is aging and needs to be migrated to a platform that is more modern and long term and they would be happy to support us in the migration. They will provide a visual for us to approve and will then migrate all of our current website data to the new platform and ensure that it meets all the standards for the state. The proposal to complete this migration was estimated to be \$810.00 and they request that we provide half upfront. Commission Solomon made a motion that we accept the Mil Media proposal for updating our website. Commissioner Maschek seconded the motion. The motion was approved unanimously.

Agenda Item #13. Review, discussion, and possible action on the January 2023 ILA update from ESD No. 3.

Commissioner Coley informed the Board that ESD 2 and 3 are looking forward to an after-action review of the ILA supporting ESD 6 over the past year. A copy of the Invite to ESD 2 & 4 for the after-action review is attached with the ESD No. 6 Categorized questions for discussion. ENCL 1:

Agenda Item #14. Discussion and possible action on having a “shape file” produced for Comal County Emergency Services District No. 6.

Commissioner Maschek informed the Board that a shape file is required by the Comal County Voter Registrar and it is the political subdivision’s responsibility. Shape files are a type of program the CAD and TAC use in determining ESD and other political subdivisions’ boundaries. Commissioner Maschek will pursue a quote from Urban Civil for producing an ESD No. 6 shape file.

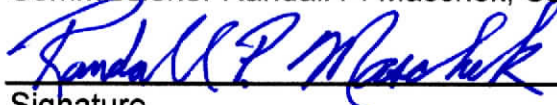
Agenda Item #15. Set date, time, and location for next meeting of ESD No.6.

All commissioners agreed that the next regular meeting will be January 9, 2023 at 6:00 P.M. at the BVFD Central Station, 23600 FM 3009, San Antonio, TX.78266

Agenda Item #16. Adjourn

Commissioner Coley adjourned the meeting at 6:22 P.M.

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

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Signature Date

ENCL 1: ESD No. 6 request for After-Action Review of ILA with ESD 2 & 3.

From: hscoley@gvtc.com <hscoley@gvtc.com>
Sent: Sunday, November 20, 2022 10:40 AM
To: don wagner <don.wagner@ccesd3.org>; tom crossan <tom.crossan@ccesd2.org>
Cc: jim <jim@chambersbayinstitute.com>; Randy Maschek <rtmaschek@att.net>; Kachina Smith <kachinaboo@yahoo.com>; Walter' Brown <WBrown@eprod.com>; Donald Zipp <Chief@brackenvfd.org>
Subject: Request for Meeting

Don/Tom: ESD No 6 invites you and your colleagues to its January meeting for an after action review of our ILA. The meeting will be held on January 9, 2023, at 6:00 pm at the Bracken Fire Department at 23600 FM 3009. We aren't looking for a briefing, more like an informal dialog about our experiences with the first year's operation of the ILA. To that end these are the questions we'd like to discuss during the meeting. We have categorized the questions as general, workload, customer satisfaction, and financial.

General:

1. What went well with the agreement?
2. What challenges arose from the agreement?
3. Moving forward, what changes need to be made? What more do you need from ESD No 6, BVFD, or Schertz EMS?
4. How did this agreement benefit the citizens in the affected area?
5. How did this agreement benefit your organization?
6. How did this agreement benefit our collective ESD teams?

Workload:

1. How many fire and medical runs?
2. How many of those runs were for Copper Ridge?
3. What was average response time for fire, for EMS?
4. What was the longest response time for fire, for EMS?
5. Were there any accidents/incidents associated with fire or medical runs?

Customer satisfaction:

1. Were there any complaints from supported citizens? If so what was the nature of the complaints?
2. Were there any compliments? If so, what was the nature of the compliments?

Financial:

1. Are ESD No 6 residents serviced by the ILA billed for EMS runs? If so, how is the charge calculated?
2. What did the operation of the ILA cost ESD 2? ESD 3?

Look forward to seeing you at our meeting. Thanks, Herb

ENCL 1: ESD No. 6 request for After-Action Review of ILA with ESD 2 & 3.