

**COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 6**  
**November 14, 2022 MINUTES**

The Comal County Emergency Services District No. 6 Commissioners met in regular session November 14, 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 Brown, Maschek, Smith and Solomon were present. BVFD Fire Chief Donald Zipp was 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.** Welcome our new ESD No.6 Commissioner Walter Brown and appoint him to an ESD No. 6 Board position.

President Coley welcomed Commissioner Brown to the ESD No. 6 Board and appointed him to the vacant Assistant Treasurer position.

**Agenda Item #4.** Approval of the draft minutes of the October 10, 2022 regular meeting.

Motion to approve the minutes of the October 10, 2022 regular meeting as written was made by Commissioner Smith and seconded by Commissioner Coley. The motion passed unanimously.

**Agenda Item #5.** 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 \$1,587,155.04

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

**Agenda Item #6.** 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 Solomon seconded the motion. The motion passed unanimously.

**Agenda Item #7.** Take action on outstanding bills owed by ESD No. 6 District.

Commissioner Smith reported that there was one bill for approval by the District. An invoice from our lawyer Ken Campbell at Burns Anderson Jury & Brenner for \$40.00. 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 #8.** Review, discuss, and possible action on the Engagement Letter dated October 4, 2022 from Armstrong, Vaughan & Associates, P.C. to conduct our required Comal County ESD No. 6 2022 annual audit.

Commissioner Solomon made a motion to have Commissioner Smith sign the engagement letter with Armstrong, Vaughan & Associates, P.C. to conduct our required Comal County ESD No. 6 2022 annual audit. Commissioner Maschek seconded the motion. The motion passed unanimously.

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

Commissioner Maschek noted that he received an email about an hour ago from Jason Mabbitt that a Schertz EMS was not available to attend the meeting and should there be any questions please relay them through Chief Donald Zipp.

**Agenda Item #10.** 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 Zipp reported that the County is planning on going live with the radios in the April 2023 timeframe. BVFD has been moved up on expected delivery of the radios to the first quarter of 2023. Training on the new systems has been going well.

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

Chief Zipp reported that the department has finished all the routine testing and maintenance of gear. The water softener discharge pit at the Waechter substation should be done within the next month and the water softener hooked up the first quarter of 2023. BVFD is currently advertising and hoping to do some hiring in the next few months. One new hire is starting on November 28, 2022.

**Agenda Item #12.** Update, review, discussion and possible action on the status of the contract for a new tanker truck.

The new tanker truck has been ordered and the expected deliver date is within 24 months.

**Agenda Item #13.** Update, review, discussion and possible action on procuring a new brush pickup truck for BVFD.

Agenda Items #13 should be procurement of a 4x4 pickup truck. This vehicle will be used as an EMS vehicle at the Waechter Substation. The last quote 2 months ago from Bluebonnet Ford was about \$56,000 and Chief will also check with the New Braunfels Dodge dealer. Commissioner Maschek made a motion to authorize Chief Zipp to procure a new 4x4 vehicle for the Waechter Substation that includes a camper shell and appropriate emergency lighting and markings not to exceed \$70,000. Commissioner Solomon seconded the motion. The motion passed unanimously.

**Agenda Item #14.** Receive a Bracken Volunteer Fire Department Board update.

No BVFD Board member was present. The BVFD Christmas party will be on December 3, 2022 at the Garden Ridge Community Center.

**Agenda Item #15.** Review, discussion, and possible action on renewal of the BVFD contract for 2023.

Commissioner Coley has signed the 2023 BVFD Contract on November 14, 2022. This contract is forwarded to the BVFD Board for signature.

**Agenda Item #16.** Review, discussion, and possible action on the ILA with ESD No. 3.

Commissioner Coley informed the Board that he will format the ILA questions he prepared and those that Commissioner Solomon submitted for the ESD Board to review and make comment. Commissioner Coley wants a response back to him before 23 November so he can contact ESD 2 and 3 with an invite to our January 9, 2023 for an update and briefing to the ESD 6 Board.

**Agenda Item #17.** Review, discussion and possible action on the annual report due to Comal County Commissioners' Court on or before 31 January 2022.

The draft report for the annual report due to Comal County Commissioners' Court will be available for review by the January 9, 2023 ESD No. 6 meeting.

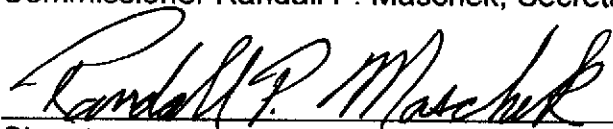
**Agenda Item #18.** Set date, time, and location for next meeting of ESD No.6.

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

**Agenda Item #19.** Adjourn

Commissioner Coley adjourned the meeting at 6:47 P.M.

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

  
Signature

  
Date