

**COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 6**  
**March 13, 2023 MINUTES**

The Comal County Emergency Services District No. 6 Commissioners met in regular session March 13, 2023 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, Solomon and Smith were present. 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 draft minutes of the February 13, 2023 regular meeting.

Motion to approve the minutes of the February 13, 2023 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 February 28, 2022, the cash balance in bank accounts was \$3,071,426.80.

Motion to accept the treasurer's report was made by Commissioner Solomon and seconded by Commissioner Coley. 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 we fully fund the Operational reserve account to 80% for CY 2023 which is 80% of the cost of the BVFD and Schertz EMS contracts for 6 months and that we transfer \$30,300.00 to the Facilities and equipment reserve account from the General Money Market Account. Commissioner Brown 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 for \$283.74 from the Comal County Tax Assessor-Collector for 2022 Cost of Collection Fees and an invoice for \$25.00 from our Lawyer Ken Campbell at Burns

Anderson Jury & Brenner. Commissioner Smith made a motion to pay the outstanding bills and Commissioner Brown seconded the motion. The motion passed unanimously.

**Agenda Item #7.** Receive a report on the recent activities of the Bracken Volunteer Fire Department.

Chief Zipp reported that the 4X4 F150 BVFD EMS truck invoice has been paid and that the camper shell is on back order. The radio ESD purchased has been installed in the truck. The truck will also require striping and emergency lights after the camper installation. There is on-going maintenance on the department's engines. One engine was taken in for a recall and repair and the 2012 engine is being scheduled for repair for an oil leak. The tablets are working in the department's trucks/vehicles. WestNet is still working on the radio towers and radio installations. There will be an invoice of over \$30,000 coming from WestNet for the installation of radios. Chief is working on filling the departments fire fighter vacancies. BVFD is currently having an evaluation of the lateral drainage lines for the septic system at the Waechter Substation. The EKGs and Lucas device have been tested and recertified.

**Agenda Item #8.** Receive a report on the recent activities of the Schertz EMS.

Schertz EMS Director Jason Mabbitt reported that Schertz EMS has been very busy. He reminded us of the Schertz EMS meeting on 31 March 2023 concerning the renewal of our expiring contract for EMS services. City managers, fire chiefs and ESD No 6 have been invited to the meeting. Director Mabbitt will give a presentation on EMS growth over the past five years and how inflation and cost have led to a higher per capita increases in the contract renewal.

**Agenda Item #9.** Receive a Bracken Volunteer Fire Department Board update.

No BVFD Board member was present and Chief Zipp reported that the Board is looking at possible salary increases and increasing the matching amount for 401 Ks for fire fighters.

**Agenda Item #10.** Provide an update to the ESD No. 6 website redesign project.

Commissioner Solomon reported that the developer is going through the list of ESD Website requirements to ensure that we are in compliance and there should be a link prior to our next ESD Board meeting that we can review and make comments.

**Agenda Item #11.** Receive an update on the Shape file development being done by Urban Engineering.

Commissioner Maschek reported that the latest update on the working shape fire boundaries was sent out just prior to this meeting. After further research, ESD 6 and BVFD will have to get back with the developer to discuss and confirm the boundaries between ESD No. 6 and ESD No. 7. Chief Zipp will contact the developer and report to us at our next ESD meeting.

**Agenda Item #12.** Set date, time, and location for next meeting of ESD No.6.

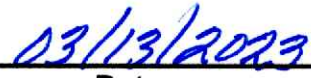
All commissioners agreed that the next regular meeting will be April 10, 2023 at 6:00 P.M. at the BVFD Central Station, 23600 FM 3009, San Antonio, TX.78266

**Agenda Item #13.** Adjourn

Commissioner Coley adjourned the meeting at 6:45 P.M.

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





Signature

Date