

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 6
August 7, 2023 MINUTES

The Comal County Emergency Services District No. 6 Commissioners met in regular session August 7, 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 Maschek, Smith, Solomon and Brown were present. BVFD Board member Skip Coulter, BVFD Fire Chief Donald Zipp 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 July 18, 2023 special meeting.

Motion to approve the minutes of the July 18, 2023 special 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 July 31, 2023 the cash balance in bank accounts was \$2,506,922.75. 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 Facilities and Equipment Reserve Account.

Commissioner Smith moved that 1/12th of the annual total budgeted amount (\$34,381.00) per reserve account be transferred from the General Money Market Account to the Facilities and Equipment Reserve Account. Commissioner Solomon 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 four bills for approval by the District. An invoice for \$225.00 from Burns Anderson Jury & Brenner, L.L.P. our lawyer, for review of the new 2024 Schertz Contract and ESD No.6 Shapefile; an invoice from SAFE-D for \$1100.00 for our annual ESD No. 6 membership renewal; an invoice for \$110.00 for reimbursement to Commissioner Coley for two SAFE-D courses taken; and a request

from BVFD for reimbursement of \$17,322.94 for the modifications of the new F150 4x4 truck that will be used as a BVFD first responder vehicle.

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

Chief Zipp reported that the majority of calls have been medical and of those several have been heat related. There have been no major fire related calls. The extreme outside temperature severely impacts fire fighters in full gear and the extreme temperature also has an impact on the longevity and maintenance requirements of fire vehicles when responding to calls. The department did provide mutual aid to Canyon Lake ESD 3 in fighting a 40-acre brush fire. Currently the department is recruiting one full-time fire fighter.

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

Schertz EMS representative Brandon Hill reported that he believes all the new EMS contracts went before the Schertz City Counsel and were approved. Currently, Schertz EMS has been responding to an increased number of heat related calls. Several of these calls have been from the Natural Bridge Caverns. BVFD first responders have been fully engaged in preparing these patients for transport before Schertz EMS arrival.

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

BVFD Board representative Skip Coulter did not have anything to report from the BVFD Board.

Agenda Item #10. Review, discussion and action on setting a proposed 2023 Ad Valorem Tax Rate for ESD No. 6.

The ESD Board discussed the accepted budget from the July 18th ESD No. 6 meeting. They also discussed the rate of .080586 that was necessary to raise \$2,356,032.00 to satisfy the ESD No. 6 Expenses. Commissioner Brown made a motion to propose a 2023 Ad Valorem Tax Rate for ESD No. 6 of 0.080586 and Commissioner Smith seconded the motion. The motion passed unanimously.

Agenda Item #11. Review, discussion and possible action on adopting the ESD No. 6 accepted Revised Outline Budget for 2024.

As discussed in Agenda Item #10 the Board reviewed the accepted budget from the July 18, 2023 ESD No. 6 meeting. Commissioner Brown made a motion that we adopt the Revised Outline Budget of \$3,353,152.00. Commissioner Solomon seconded the motion. The motion passed unanimously. (See Encl 1).



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 September 11, 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 6:33 P.M.

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

Signature Date

Encl 1: Revised Outline Budget of \$3,353,152.00

2024 Revised Outline Budget

Comal County ESD No. 6

July 18, 2023

	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Revenue				
Ad Valorem Taxes (Rate .080586)	1,792,287.00	2,109,341.00	2,196,854.00	2,356,032.00
Interest #7840, #7569 & #7399	5,000.00	5,000.00	9,000.00	115,000.00
Intergovernmental-Sales Tax (past 12 mos)	550,000.00	667,812.00	787,610.00	882,120.00
Subtotal	2,347,287.00	2,782,153.00	2,993,464.00	3,353,152.00
Expenses				
Appraisal & Tax Collector District Fees	17,923.00	20,575.00	25,260.00	23,368.00
BVFD	1,695,400.00	1,787,300.00	1,969,420.00	2,212,800.00
BVFD Proposed Capitol Expenditures	0.00	0.00	77,577.00	67,000.00
Capitol Expenditures Defecit 2021	0.00	146,525.00	0.00	0.00
EMS-City of Schertz	143,809.00	148,870.00	139,346.00	159,297.24
ESD 3	0.00	260,000.00	275,829.00	275,454.00
Facilities and Equipment Reserve Funding	0.00	363,600.00	418,092.00	493,402.76
Operational Reserve Funding	452,465.00	38,458.00	65,740.00	104,705.00
Other Expense	20,025.00	16,825.00	22,200.00	17,125.00
Subtotal	2,329,622.00	2,782,153.00	2,993,464.00	3,353,152.00
Total		0.00	0.00	0.00

Other Expenses-Detail

Attorney fees	3,500.00	3,500.00	5,000.00	4,000.00
Audit Fees	5,200.00	5,500.00	5,800.00	6,000.00
Commissioner Continuing Education	750.00	1,000.00	1,200.00	200.00
County Clerk - Agenda posting Fees	100.00	100.00	200.00	100.00
Insurance	1,500.00	1,500.00	2,000.00	1,800.00
Insurance- Treasurers Bond	425.00	425.00	500.00	0.00
Kristen Hoyt - Special Collection Fees	300.00	250.00	500.00	250.00
Newspaper - tax rate setting adds	2,000.00	800.00	1,500.00	1,415.00
Office Supplies	1,500.00	500.00	700.00	100.00
SAFE-D Annual Membership	1,100.00	1,100.00	1,100.00	1,100.00
SAFE-D Conference exp/education	2,500.00	1,000.00	1,500.00	1,000.00
Travel and Accommodation	1,000.00	1,000.00	2,000.00	1,000.00
Website Support	150.00	150.00	200.00	160.00
Total	20,025.00	16,825.00	22,200.00	17,125.00

By: Kachina B. Smith, Treasurer

Encl 1: 2024 Revised Outline Budget of \$3,353,152.00