

**COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 6**  
**June 12, 2023 MINUTES**

The Comal County Emergency Services District No. 6 Commissioners met in regular session June 12, 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 Solomon called the meeting to order at 6:00 P.M. Commissioners Maschek, Smith and Brown were present. Commissioner Coley was absent. BVFD Board president Charlie Flink, 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 May 8, 2023 regular meeting.

Motion to approve the minutes of the May 8, 2023 regular meeting as written was made by Commissioner Smith and seconded by Commissioner Brown. The motion passed unanimously.

**Agenda Item #4.** Receive and possible action on the out brief of the 2022 Comal County ESD No 6 annual audit report conducted by Armstrong, Vaughan & Associates, P.C. (Armstrong Vaughn & Associates).

Mr. Karl Goering an auditor from Armstrong, Vaughan & Associates provided each ESD Board member a copy of our 2022 ESD No. 6 finalized audit. Karl then proceeded to provide an overview of our ESD 6 audit by highlighting various pages of the audit. Mr. Goering reported that there was really nothing out of the ordinary and Armstrong, Vaughan & Associates provided an unmodified opinion which is basically an A if you were to look at a grading system. It means that the financial statements were audited and they did not find any mistakes. 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. He did suggest that we may want to look at our sales tax and see if we are receiving all that we should be receiving. Karl also mentioned that we may want to consider the higher investment returns that are currently available. Commissioner Solomon explained to Mr. Goering that the \$498,158 of Total Expenditures Variance on page 28 of the audit is driven by our Reserve Study done by Armstrong, Vaughan & Associates on Facilities and Equipment and Operational Reserves for ESD No. 6. The finalized 2022 Comal County ESD No. 6 Audit was forwarded by Commissioner Smith, ESD No. 6 Treasurer, to the Comal County Auditor, Jessie Rahe on May 31, 2023. The ESD No. 6 Board had no further questions and no further action is required.

**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 May 31, 2023, the cash balance in bank accounts was \$2,913,848.43.

Motion to accept the treasurer's report was made by Commissioner Maschek and seconded by Commissioner Brown. 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 Facilities and Equipment Reserve Account.

Commissioner Smith moved that 1/12<sup>th</sup> or (\$34,381.00) of the annual total budgeted amount 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 #7.** Take action on outstanding bills owed by ESD No. 6 District.

Commissioner Smith reported that there were three bills for approval by the District and the 3 quarterly contract payments. An invoice for \$1,042.50 from Baseline Corporation for Urban Engineering Professional Services work performed updating and finalizing the Comal County ESD No. 6 Shapefile from April 1, 2023 to April 30, 2023; an invoice for \$18.75 from TBS Web Design for our ESD No. 6 Domain Renewal (comalcountyesd6.org) and an invoice for \$5,900.00 from Armstrong, Vaughan & Associates for Audit Services and preparation of financial statements for the year ended December 31, 2022. The three quarterly contract payments are: BVFD (\$492,355.00), Schertz EMS (\$34,836.38) and the ESD No. 3 ILA (\$68,975.25). Commissioner Smith moved that we pay our outstanding bills. Commissioner Maschek seconded the motion. The motion passed unanimously.

**Agenda Item #8.** Receive a report on recent activities of the Bracken Volunteer Fire Department.

Chief Zipp reported that the department has been busy with medical calls. There were two accidents with fatalities this past month. BVFD and the Garden Ridge Police will host a pancake breakfast from 8-11 on Saturday, June 24, 2023 at Paul Davis Park in Garden Ridge. All proceeds will be donated to the Children's Advocacy Center of Comal County. The camper shell has arrived for the new 4X4 and will be installed in the next week and then the lighting will be finished and the vehicle will be put in service. The 2012 pumper oil leak has been completed and it is back in service. Equipment maintenance is ongoing.

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

Schertz EMS representative Brandon Hill reported that Schertz EMS has three new Paramedics who will start on June 19, 2023 and they will then be full up on personnel. EMS workload continues to be at around 1200 plus calls per month.

**Agenda Item #10.** Review, discussion, and possible action on the Emergency Medical Services Interlocal Agreement with the City of Schertz.

Commissioner Maschek reported that our lawyer, Mr. Ken Campbell, says the new local agreement with Schertz is good as written. EMS Director, Jason Mabbitt, will update the ILA with the new population figures for ESD No. 6 and forward a new ILA for signature.

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

BVFD Board President, Charlie Flink reported that the BVFD is working their budget for CY 2024 and will have a proposal to ESD No. 6 by their Board meeting on July 10, 2023. BVFD is finishing up their audit with Armstrong, Vaughan, & Associates. BVFD owns a building on FM 482 that is currently used to store some equipment. An individual is interested in purchasing the building. President Flink wanted to know if the ESD had any interest in retaining the building. The land the building is on does not belong to BVFD. The land was donated with the stipulation that it would be returned to the original owner if it was not used for a fire station. The ESD Board informed President Flink that they had no interest in maintaining that station on FM 482.

**Agenda Item #12.** Review, discussion and possible action on the Comal County ESD No. 6 boundary developed by Urban Engineering for the ESD No. 6 Shape file.

Commissioner Maschek made a motion to approve the Shape File for Comal County ESD No. 6 produced by Urban Engineering. Commissioner Smith seconded the motion. The motion passed unanimously.



**Agenda Item #13.** Set date, time, and location for next meeting of ESD No.6.

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

**Agenda Item #14.** Adjourn

Commissioner Solomon adjourned the meeting at 6:50 P.M.

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

	
Signature	Date