

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 6
January 8, 2024 MINUTES

The Comal County Emergency Services District No. 6 Commissioners met in regular session January 8, 2024 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 5:00 P.M. Commissioners Maschek, Solomon and Smith were present. BVFD Board member Skip Coulter, BVFD Fire Chief Donald Zipp and Schertz EMS Director Jason Mabbitt were also present. Commissioner Brown arrived around 5:50 PM.

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. Election of ESD No. 6 Officer positions for 2024.

Commissioner Smith made a motion that the 2023 ESD No 6 Officer positions remain the same as they were at the end of December 2022. President: Herb Coley, Vice President: Jim Solomon, Treasurer: Kachina Smith, Assistant Treasurer: Walter Brown and Secretary: Randy Maschek. Commissioner Solomon seconded the motion. The motion passed unanimously.

Agenda Item #4. A briefing from AG/CM, a professional construction management and estimating firm, on the services they can offer on an ESD No. 6 building project to replace the manufactured home at BVFD Station 2 with a permanent structure.

The Board received a briefing from Ryan Rosborough, VP Central & North Texas AG/CM and Derek Bird AG/CM Field Operations Manager on the services they provide as a Professional Project Management Firm. They also provided an overview of construction services options under Texas Government Code 2269 which included: Competitive Bid, Competitive Sealed Proposal, Construction Manager-Agent, Construction Manager at Risk, and Design Build. They provided Advantages and Disadvantages of the various service options. It will be an ESD Board decision to choose an option for a construction project to replace our manufactured home at BVFD Station 2.

Agenda Item #5. Approval of the draft minutes of the December 11, 2023 regular meeting.

Motion to approve the minutes of the December 11, 2023 regular meeting as written was made by Commissioner Solomon and seconded by Commissioner Smith. The motion passed unanimously.

Agenda Item #6. Receive and take action on the Treasurer's report.

Commissioner Smith provided a copy of the treasurer's report to each commissioner. As of December 31, 2023, the cash balance in bank accounts was \$2,249,864.33. Motion to accept the treasurer's report was made by Commissioner Solomon and seconded by Commissioner Coley. The motion passed unanimously.

Agenda Item #7. 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 the January 1/12th of the annual total budgeted amount per reserve account to be transferred from the General Money Market Account to the reserve accounts be delayed until the February regular meeting. Commissioner Maschek seconded the motion. The motion passed unanimously.

Agenda Item #8. Take action on outstanding bills owed by ESD No. 6 District.

Commissioner Smith reported that there were no bills for approval by the District.

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

Chief Zipp reported that Station 2 was checked by a mold mitigation company and there was nothing major found in the various areas recommended by the mold inspection team that took samples in December. BVFD along with other departments are working to solve the dispatching issues that have been occurring with the new Comal Sheriff's dispatching system.

Agenda Item #10. Receive a report on the recent activities of the Schertz EMS.

Schertz EMS Director Jason Mabbitt reported that Schertz EMS call volume continues to be 1200 plus calls per month. Director Mabbitt provided slides to show a breakdown of the various medical unit responses to calls for ESD No. 6 and the average responses per month. Our busiest EMS incident time for the District is between 8:00 am and 8:00pm and Thursday is our highest incident day. It definitely helps ESD 6 to have the roving Medic aide truck from (7 am – 7 pm) at the BVFD Main Station.

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

Chaplain Skip Coulter reported that he had nothing to report from the BVFD Board.

Agenda Item #12. Review, discussion and possible action on the annual report due to Comal County Commissioners' Court on or before 26 January 2024.

The Board discussed the draft annual report. Commissioner Coley recommended that any changes to the report be input by Thursday, January 11 to Commissioner Maschek. Commissioner Coley would give the brief on January 25, 2024.

Agenda Item #13 Discussion and possible action on hiring AG/CM, a professional management and estimating firm, to oversee design and construction for the BVFD Station 2 manufactured home replacement with a permanent structure.

The Board deferred any action be taken at this time.

Agenda Item #14. Set date, time, and location for next meeting of ESD No.6.

All commissioners agreed that the next regular meeting will be February 5, 2024 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 6:24 P.M.

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



Signature



Date