

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 6
December 9, 2024 MINUTES

The Comal County Emergency Services District No. 6 Commissioners met in regular session December 9, 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 6:00 P.M. Commissioners Brown, Maschek and Solomon were present. Commissioner Smith was absent. BVFD Fire Chief Donald Zipp and BVFD Board member Skip Couter were 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 November 11, 2024 regular meeting.

Motion to approve the draft minutes of the November 11, 2024 regular meeting as written was made by Commissioner Solomon and seconded by Commissioner Brown. The motion passed unanimously.

Agenda Item #4. Receive and take action on the Treasurer's report.

Each Commissioner was provided a copy of the treasurer's report by email from Commissioner Smith, CC ESD No. 6 treasurer. As of November 30, 2024, the cash balance in bank accounts was \$3,058,466.13. Motion to accept the treasurer's report was made by Commissioner Maschek and seconded by Commissioner Coley. The motion passed unanimously.

Agenda Item #5. Take action on outstanding bills owed by CC ESD No. 6 District.

Commissioner Maschek made a motion that we pay our first quarter contract bills for 2025: BVFD (\$594,412.50), Schertz EMS (\$41,133.60) and the ESD No. 3 ILA (\$76,662.75; and that we pay in full the Comal County Appraisal District Bill (\$28,777.65) for our 2024 Tax Levy: our ESD 6 VFIS insurance bill (\$1254.00) and ESD 6 renewal of Public Official Bond (\$396.00) and our Lawyer invoice of (\$225.00) from Burns Anderson Jury & Brenner, L.L.P.. Commissioner Brown seconded the motion and the motion passed unanimously.

Agenda Item #6. Review, discuss, and possible action on VFIS Property & Casualty Summary of Coverages prepared for CC ESD No. 6. for 2025. Commissioner Maschek reported that he was still awaiting an update from the underwriters of VFIS on our Lawyers recommendations.

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

Chief Zipp reported that he has been talking with the Schertz EMS Director about the possibility of stationing an ambulance at the station for 12 hours or 24 hours daily and he asked that the Director work up a cost for ESD No. 6 to consider. He also mentioned that any future living quarters need to plan two additional sleeping rooms for EMS personnel. The department has completed all of its inspections for the year.

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

No Schertz representative was present.

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

BVFD Board member Skip Couter stated that the Board is functioning smoothly and thanks ESD No. 6 for all their support.

Agenda Item # 10. Review, discussion and possible action on the Master Planning Committee's recommendations for expansion to support ESD No. 6 consistent with anticipated growth and support requirement of the district.

Commissioner Solomon made a motion that Commissioner Coley sign the ESD 6 Master Planning Committee Charter as written. Commissioner Maschek seconded the motion and the motion passed unanimously. Commissioner Coley signed the Charter. (See Encl: 1: Comal County, Texas Emergency Services District No. 6 Master Planning Committee Charter December 9, 2024)

Agenda Item #11. Update, discussion and action, if necessary, on Program/ Project Management Services for future new construction at the ESD No 6 Waechter Sub-Station and future ESD No. 6 locations.

Commissioner Solomon stated that our Project Management team is revamping their proposal to include the recommendation of keeping part of the current structure.

Agenda Item #12. Update and discussion on reports received from our Consulting Service Agreement Contract with HdL Companies and continuing the contract with HdL Companies.

Commissioner Solomon reported HdL had nothing to report.

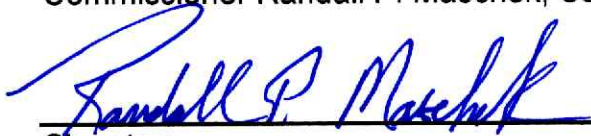
Agenda Item #13. Set monthly meeting date, time and location for the next regular meeting of ESD No. 6.

All commissioners agreed that the next regular meeting will be January 13, 2025 at 6:00 P.M. at the BVFD Central Station, 23600 FM 3009, San Antonio, TX.78266

Agenda Item #14. Adjourn.

Commissioner Coley adjourned the meeting at 625 P.M.

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

Handwritten signature of Randall P. Maschek in blue ink.

Signature

Handwritten date 01/13/2025 in blue ink.

Date

(Encl: 1: Comal Conty, Texas Emergency Services District No. 6 Master Planning Committee Charter December 9, 2024)

Comal County, Texas

Emergency Services District No. 6

Master Planning Committee Charter

December 9,, 2024

Part I. General

Comal County Emergency Services District No. 6 (ESD No. 6) is a component unit of Comal County and is a political subdivision of the State of Texas and was created by the Comal County Commissioners' Court after a Public Election in 2003. The District was created to provide emergency services and promote the public safety, welfare, health, and convenience of persons residing in the District. Encompassing the southern section of Comal County, it is responsible for providing fire and medical services to over 75 square miles of a combination of Texas hill country, rural, wildland, and suburban settings.

Part II. Master Planning Committee

To ensure comprehensive emergency services in the future for the citizens of the district, a Master Planning Committee shall be formed. This committee shall be an advisory committee to analyze and assess population growth, positioning of facilities, and related matters pertaining to emergency service providers. All to assist the Commissioners in their decision making to ensure the most effective and efficient services for the future of ESD No. 6.

The ESD No. 6 Master Planning Committee's (MPC) objectives are:

- A. Review areas of projected growth within the district and report these to the Commissioners.
- B. Review current locations of ESD No. 6 facilities and their capabilities and summarize these to the Commissioners.
- C. Review and assess potential known and unknown locations for expansion of current facilities and future facilities. Report these to the Commissioners with recommendations, if any.
- D. Review current relationships of ESD No. 6 providers and any relationships with other service providers as they may pertain to future growth within the district. Report this to the Commissioners with recommendations for any changes, if any.

Encl 1: (Comal County, Texas Emergency Services District No. 6
Master Planning Committee Charter December 9, 2024).

Part III. *Membership*

The MPC shall be comprised of at least one serving ESD No. 6 Commissioner (who will chair the MPC) and up to eight (8), but no fewer than three (3) volunteer citizens and stakeholders who currently reside within the District. The chairperson may seek the assistance and advice of persons with specific expertise who are not members of the District to serve on an as needed ad hoc basis.

Part IV. *Mode of Operation*

The MPC shall meet as they determine it necessary to accomplish the objectives asked for by this body. The MPC shall report monthly at regular Commissioner's meetings. The MPC shall complete their work and provide a final report to the ESD No. 6 Commissioners Not Later Than June 1, 2025.

Part V. *Administration*

The ESD No. 6 Commissioners shall provide oversight, administrative assistance, and information to enable the MPC to achieve its objectives.

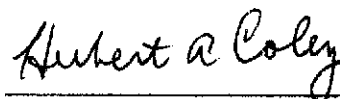
Part VI. *Compensation and Expense Reimbursements*

Committee membership is voluntary and no compensation for services is provided. There is no anticipated reimbursement of any kind for any member of the MPC.

Part VII. *Liability*

The MPC, as a voluntary advisory group, makes no representation that it speaks on behalf of or has the authority to bind ESD No. 6, nor that it bears any liability or obligations on behalf of ESD No. 6 with respect to actions or omissions taken in the proper conduct of MPC business.

IN WITNESS WHEREOF, this Charter is officially approved and adopted by Emergency Services No. 6, on this, the 9th day of December 2024.



BY:

Herbert Coley

President, ESD No. 6