

**COMAL COUNTY EMERGENCY SERVICE DISTRICT #6**  
**JUNE 14, 2010 MINUTES**

The Comal County Emergency Service District #6 Commissioners met in regular session on June 14, 2010 at the Bracken Volunteer Fire Department Central Station, 23600 FM 3009, San Antonio, Tx 78266

**Agenda Item 1.** Call to order

Chairman Loehman called the meeting to order at 7 PM. Commissioners present: Delaney, Loehman, Stegman, and Waechter. Commissioner Wittler was absent. Also present were Bracken Volunteer Fire Department (BVFD) Board members Peggy Campbell and Charles Flink; Donald Zipp BVFD Fire Chief; Marilyn Winters, BVFD bookkeeper; and Roger Sassman, BVFD volunteer firefighter and EMT.

**Agenda Item 2.** Minutes of last meeting

The reference in agenda item #6 pertaining to the purchase of radios was incorrect. In this regard, the radios have already but purchased by the BVFD. Motion to accept the May 10, 2010 minutes as corrected made by Waechter, seconded by Delaney. Motion carried.

**Agenda Item 3.** Treasurer's report

Waechter read the treasurer's report and provided each commissioner a copy of the report. As of May 31, 2010, the cash balance was \$498,290.97. Motion to accept the treasurer's report was made by Delaney and seconded by Stegman. Motion carried.

**Agenda Item 4.** Pay outstanding bills owed by the district

There were no outstanding bills owed.

**Agenda Item 5.** 2011 budget forecast report by Commissioner Waechter

Waechter provided each commissioner with a copy of his 2011 income forecast worksheet for ESD #6. His worksheet showed a projected income shortfall of \$19,142 for 2010 based on estimated sales and property taxes revenue as compared to known expenses. He stated we have sufficient reserves to cover this shortfall. For 2011, Waechter projected property tax income to be \$358,050 and sales tax revenue of \$285,000 for a total of \$643,050. He stressed that these figures are only estimates and will have to be periodically adjusted based on factors such actual 2010 revenue and Comal County Appraisal District data.

Delaney stated that this ESD #6 budget forecast sets the stage for the BVFD Board to submit budget data to commissioners. Stegman ask Peggy Campbell, BVFD Board Treasurer, when does she think the board will be submitting a budget to the commission. In this regard, Peggy said she would be working with her board members on this subject and will get back to the commissioners with dates as soon as possible.

**Agenda Item 6.** Update on the status of developing a formal presentation regarding the activities and needs of ESD #6.

Roger Sassman and Stegman used the updated ESD #6 PowerPoint presentation to brief commissioners. In this regard, several changes to some slides were recommended and will be made by Roger. Loehman ask Roger if he could put the presentation on the BVFD website for public viewing. Roger said that he would have the updated PowerPoint presentation up and running on the website by tomorrow. Loehman suggested that an article about viewing the presentation on the BVFD website could be submitted to the City of Garden Ridge for publishing in the city newsletter.

Stegman reported that the Georg Ranch Property Owners Association has invited Fire Chief Zipp and ESD #6 Commissioners to give a brief presentation at their annual meeting. It was agreed that Stegman would use the PowerPoint presentation to show the association the activities and needs of ESD #6. Roger volunteered to be present at the meeting and use his laptop computer for showing the slides.

**Agenda Item #7.** Discussion and possible action on Bracken Volunteer Fire Department (BVFD) request for ESD #6 to provide funding for an alarms system and audit.

Peggy Campbell provided each commissioner a written recommendation, which outlined the procedures followed for selecting a company to perform an audit of the BVFD for the fiscal year ended December 31, 2009. This recommendation included justification for selecting the firm of Holtman, Wagner & Company, L.L.P, Certified Public Accountants to perform the audit at a cost not to exceed of \$6000.00. Waechter make a motion that ESD #6 pay up to \$6000.00 for the audit. Delaney seconded the motion. The motion carried.

Peggy gave each commissioner a written page of information on the fire alarm system for the central fire station, which included the details on the scope, justification, and cost of the system. The estimated cost is around \$12,000. Stegman made a motion that ESD #6 pay up to \$12,000 for the alarm system and the motion was seconded by Weachter. The motion carried.

**Agenda Item #8.** Discussion and possible action on attendance at the State Association of Fire and Emergency Districts (SAFE-D) June 25, 2010 ESD-101 Basics session in San Antonio.

Delaney stated that the cost to attend this session is \$65.00. Stegman made a motion that Delaney attend the session with ESD #6 paying the \$65.00 registration fee. Waechter seconded the motion. The motion carried.

**Agenda Item #9.** Discussion and possible action on ESD #6 adopting the National Incident Management System (NIMS).

Chief Zipp stated that ESD #6 needs to adopt NIMS as a pre-condition for his department to be eligible to receive federal grants, contracts and activities related to the management and preparedness for certain disaster and hazard situations. Stegman made a motion that ESD #6 adopt NIMS as the standard for incident management. Waechter seconded the motion. The motion carried.

**Agenda Item #10.** Report on the May 24, 2010 BVFD Board meeting.

Delaney provided each commissioner with a written report that summarized the meeting.

**Agenda Item #11.** Report on recent activities of the Bracken Volunteer Fire Department.

Chief Zipp reported that his department assisted other area fire departments during the recent flooding that occurred around New Braunfels. He said that a newly hired firefighter/EMT is now on duty. Zipp reported that there was a minor vehicle accident at the fire station that damaged a door and a vehicle. However, the damage did not affect the department's readiness and insurance will pay for the damage.

**Agenda Item #12.** Other Comal County Business.

Stegman reported that he received copies of the 2009 Comal County Appraisal District audit report and 2011 budget for viewing by any interested commissioners.

**Agenda Item #13.** Hear visitors.

There were no visitors requesting to be heard.

**Agenda Item #14.** Set date, time, and location for next meeting of ESD #6.

The next meeting will be on July 12, 2010 at 7 P.M. at the BVFD Central Station, 23600 FM 3009, San Antonio, TX.

Waechter made a motion to adjourn at 8:20 PM, which was seconded by Delaney. Motion carried.

Gary Stegman, ESD # 6 Secretary