

**COMAL COUNTY EMERGENCY SERVICE DISTRICT #6
JULY 12, 2010 MINUTES**

The Comal County Emergency Service District #6 Commissioners met in regular session on July 12, 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. All commissioners were present: Delaney, Loehman, Stegman, Waechter, and Wittler. Also present were Bracken Volunteer Fire Department (BVFD) Board member Buddy Boone; Donald Zipp BVFD Fire Chief; and Marilyn Winters, BVFD bookkeeper,

Agenda Item 2. Approval of the minutes of June 14, 2010 regular meeting.

Motion to accept the June 14, 2010 minutes as written made by Waechter and seconded by Wittler. The motion passed unanimously.

Agenda Item 3. Approval of the minutes of June 16, 2010 special meeting.

Motion to accept the June 16, 2010 minutes as written made by Waechter and seconded by Wittler. The motion passed unanimously.

Agenda Item 4. Treasurer's report

Waechter read the treasurer's report and provided each commissioner a copy of the report. As of June 30, 2010, the cash balance was \$527,192.78. Motion to accept the treasurer's report was made by Stegman and seconded by Delaney. The motion passed unanimously.

Agenda Item 5. Pay outstanding bills owed by the district

There were no outstanding bills owed.

Agenda Item 6. Report on ESD #6 June 16, 2010 PowerPoint presentation at the annual meeting of the Property Owners Association for Georg Ranch, Inc.

Stegman reported that he gave the presentation and Roger Sassman, BVFD volunteer firefighter and EMT, setup and used his computer and software to show the slides. There were approximately 65 George Ranch property owners at the meeting. Commissioners Delaney and Waechter were also present as was chief Zipp. All commissioners present stated they received only favorable comments about the information on the slides from many members of the group. Chief Zipp said several property owners told him that the presentation was excellent.

Agenda Item 7. Discussion on future opportunities to give the ESD #6 PowerPoint presentation to interested organizations.

Stegman reported that he ask the activity director for the Garden Ridge Lions Club if we could give our presentation at one of their meetings. In this regard, the director said that he would see if we could be put

on his schedule for one of their September 2010 meetings. Loehman recommended that an article be placed in the City of Garden Ridge Newsletter offering the presentation to interested organizations.

Agenda Item #8. Discussion and possible action of purchasing a laptop computer and software for presenting the ESD #6 PowerPoint presentation.

Stegman stated that neither the BVFD nor ESD #6 has a laptop computer or software that is needed to show our PowerPoint presentation. In addition, chief Zipp stated he could use the laptop to do required training of volunteers and staff. We have been using Roger Sassman's expertise, laptop, and software to put together and show the presentation. Roger was asked to give a recommendation for a laptop computer and software and he provided the following to Stegman: Dell Inspiron 15" laptop, Microsoft Office Student 2010 version (Word, Excel and PowerPoint), Microsoft Publisher 2010, and Adobe Acrobat Standard version.

Waechter made a motion to allow up to \$1400 to purchase a laptop and software as recommended by Sassman with the stipulation that chief Zipp purchase and take ownership of laptop that will be available for use by either the BVFD or ESD #6 commissioners. Wittler seconded the motion and it passed unanimously.

Agenda Item #9. Report by Delaney on the State Association of Fire and Emergency District (SAFE-D) June 25, 2010 session in San Antonio, TX.

Delaney provided each commissioner an in-depth, eight-page typed summary of the SAFE-D session he attended and briefly addressed selected items in his report. His written report covered the following topics: (1) What is an ESD; (2) History of ESDs in Texas; (3) overview of laws governing ESDs; (4) ESD conflicts of interest; (5) What an ESD commissioner must do; and (6) What ESDs are urged to do. He also gave out two example handouts pertaining to strategic planning and budgeting. Delaney stated he obtained a copy of the new 293 page "2009 Emergency Services District Laws (Chapter 775) for review by any interested commissioner.

Agenda Item #10. Report on the June 28, 2010 BVFD Board meeting.

Delaney provided each commissioner with a written report that summarized the meeting. Commissioners can read the official BVFD minutes for complete details on the meeting when they are published on the BVFD website.

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

Chief Zipp reported that there were no fire calls to the BVFD on July 4, 2010. In addition, he stated there is a \$7000.00 grant still pending with the Texas Forest Service.

Agenda Item #12. Other Comal County Business.

There was no other Comal County business to report.

Agenda Item #13. Hear visitors.

Marilyn Winters, BVFD Bookkeeper, reported that the BVFD Finance Committee plans to submit a draft 2011 budget to the BVFD Board on July 26, 2010. In addition, she said plans call for submitting the BVFD 2011 budget to ESD #6 Commissioners in August 2010.

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

All commissioners agreed that the next meeting would be on August 9, 2010 at 7 P.M. at the BVFD Central Station, 23600 FM 3009, San Antonio, TX.

Agenda Item #15. Adjourn.

A motion was made by Waechter to adjourn at 7:41 pm, which was seconded by Wittler. The motion passed unanimously.

Gary Stegman, ESD # 6 Secretary