

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3
MINUTES of January 15th, 2020
Regular Monthly Meeting

The meeting was called to order at 5:30 p.m. at Canyon Lake Fire/EMS Station No. 51, 1074 Scissortail, Canyon Lake, Texas. The following commissioners were present: **Jane Bowen, Alan Stahlman, Holly Gill and Don Wagner**. Fire Chief Darren Brinkkoeter, EMS Division Chief Brandon Kludt, Business Manager Angela Hemphill, Battalion Chief Justin Lowth and resident Bill Slupik were also in attendance. Commissioner Shirley-Menzel was absent.

Call to Order and Confirmation of a Quorum: Commissioner Wagner called the meeting to order. He confirmed that Commissioner Bowen and he had taken their official oath and been sworn in – they affirmed. He then declared that **a quorum was present**. He stated the Commissioner Shirley-Menzel was also reappointed and had completed her swearing in with the County.

Election of Officers:

Commissioner Bowen moved that all commissioners maintain their current position for 2020, that being Commissioner Wagner as President, Commissioner Bowen as Vice President, and Commissioner Shirley-Menzel as Secretary, Commissioner Alan Stahlman as Treasurer and Commissioner Holly Gill as Asst. Treasurer. Commissioner Gill seconded and all commissioners approved.

Financial Institution Signatories:

Commissioner Wagner stated that with no changes in positions there is no need to change signatories for all ESD 3 Financial accounts.

2020 ESD 3 Monthly Meeting Dates:

Due to the availability of Commissioner Gill and Bowen who work full time, the board agreed to set their monthly meetings at each preceding meeting to work with the fluctuating work schedules.

Review and Reaffirmation of standard operating guidelines, ie. Line of succession, presidential motions and voting and citizen’s comments.

All policies were emailed to the board for review prior to the meeting. Commissioner Wagner summarized the policies and their intent. The board discussed and no changes/revisions were requested. **Commissioner Bowen moved to adopt the three policies – Line of Succession, Presidential Motions and Voting and Citizen’s Comments as they were proposed. Commissioner Gill seconded. All commissioners approved.**

President Wagner proposed and the Board agreed of the following assignments to committees for 2020:

Assignment to Committees for 2020:

Apparatus Chair	Jane Bowen
Apparatus Member	Alan Stahlman
Audit Chair	Don Wagner
Audit Member	Holly Gill
Budget/Finance Chair	Alan Stahlman
Budget/Finance Member	Holly Gill

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Building Chair	Alan Stahlman
Building Member	Susan Shirley-Menzel
Community Outreach Chair	Susan Shirley-Menzel
Community Paramedicine Program Chair	Jane Bowen
Community Paramedicine Program Member	Susan Shirley-Menzel
Compensation Committee Chair	Don Wagner
Compensation Committee Member	Holly Gill
County Wide ESD Committee Representatives	Don Wagner, Jane Bowen
Interlocal Agreement Committee Chair	Jane Bowen
Interlocal Agreement Committee Member	Holly Gill
Strategic Planning Committee Chair	Jane Bowen
Strategic Planning Committee Member	Holly Gill
Canyon lake Fire EMS Inc. Representatives	Susan Shirley-Menzel, Jane Bowen

Chief Brinkkoeter introduced the eleven personnel that have started their career with the district as of January 6th, 2020.

Citizen's Comments: Citizens were present however no comments were made.

Approval of Minutes: The minutes of the regular monthly meeting held in December and tabled minutes of the November regular monthly meeting have been previously made available to each commissioner. Changes/corrections were requested and a revised set was emailed for review. There were additional changes requested in the December minutes. The board accepted the proposed revised minutes of the regular November meeting as submitted and tabled the December minutes so the changes requested can be made.

Treasurers/Business Manager's Report: Angela Hemphill presented to the Board the 2019 Budget versus Actual Year End report. She stated that there were still outstanding invoices to be expensed for Fiscal Year 2019 and that she would not be able to give a final year-end report until possibly the next monthly meeting. She also presented the analysis reports relaying current year to date property tax and sales tax revenue received as of January 15th compared to previous years. **The board acknowledged the report given.**

Ms. Hemphill then presented the 4th Quarter Investment Report for the board's review and consideration. **Commissioner Stahlman moved to approve the 4th Quarter 2019 Investment Report as submitted. Commissioner Gill seconded and all commissioners approved.**

Presentation of C.L. FIRE/EMS Status Reports:

EMS Division Chief Kludt presented the Quarterly Chief's Report. Discussion over EMS calls occurred. The board agreed that the Chiefs could remove the analysis of the 48/96 Day versus

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Night calls from the report however requested that monitoring of this data still occur ensuring crew safety. Chief Brinkkoeter informed the board that five of the six personnel who attended the 2019 Paramedic Program have successfully passed the National Registry and have applied for their State certification. He also stated that the eleven personnel that were introduced earlier are ½ way through their orientation with the department and that interviews for five candidates selected through the Assistant Fire Chief Process will occur on January 22nd.

Committee Reports

Apparatus Committee:

Commissioner Bowen stated that there was nothing new to report. Chief Brinkkoeter informed the board that three personnel and he will be headed to Wisconsin for the final inspection of Truck 51 at the beginning of February and that he is awaiting the dates for the final inspection of the TIFMAS Type III Engine.

Commissioner Wagner informed the board of an interim approval he made regarding the repairs for unit 4907 totaling \$6,747.75 and asked the board for ratification of the approval.

Commissioner Gill moved to ratify the interim approval of a proposed purchase order for repairs to Unit 4907 totaling \$6,747.75. Commissioner Stahlman seconded and all commissioners approved.

Audit Committee:

Mrs. Hemphill presented the proposed Engagement Letter from ABIP to perform the 2019 Financial Audit at a cost not to exceed \$12,500.00. **Commissioner Gill moved to approve the proposal and authorize President Wagner to sign the Engagement Letter on the board's behalf. Commissioner Bowen seconded. All commissioners approved.** Mrs. Hemphill stated that she would tentatively schedule the audit with ABIP for the 1st week of March.

Budget / Finance Committee:

Mrs. Hemphill stated that the proposed 2020 Investment Policy was sent out to all Commissioners for review prior to the meeting and that there were no comments or requested changes submitted. **Commissioner Bowen moved to approve the proposed 2020 Investment Policy as presented and name Commissioner Stahlman and Mrs. Angela Hemphill, business manager, as the district's Investment Officers. Commissioner Gill seconded and all commissioners approved.**

Building Committee:

Commissioner Stahlman informed the board of the status of Stations 54 and 56 that are currently under construction. He stated that there should be concrete poured by the end of the month at Station 56 (Cranes Mill Rd.) and Station 54 (FM 306) should have concrete approximately 3-4 weeks following.

Compensation Committee:

Commissioner Wagner stated that there was nothing new to report.

Community Outreach:

Commissioner Shirley-Menzel was absent at this meeting.

Community Paramedicine Program:

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Chief Kludt presented a six month summary and cross comparison to the previous pilot program that the districts performed. There was discussion over the minor differences. He stated that the board of directors for Canyon Lake Fire/EMS, Inc. will be meeting on January 28th to discuss additional programs through the Southwest Texas Regional Advisory Council (STRAC) that could have revenue potential for our current program. The board acknowledged the report.

Strategic Planning Committee:

Commissioner Bowen and Commissioner Gill stated they would meet to discuss a possible timeline for a Strategic Planning Workshop to occur.

NEW BUSINESS

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED COMAL COUNTY ESD NO. 2 AND ESD NO. 3 JOINT ANNUAL REPORT TO BE PRESENTED TO COMMISSIONERS COURT ON JANUARY 23rd, 2020:

Commissioner Wagner stated that Commissioners Court has changed the date of this presentation to January 30th at 8:30am at the Courthouse. Chief Brinkkoeter will not be able to attend due to a prior obligation at a training event. Commissioner Wagner stated that he and the appointed President will present the report as in previous years to the Court. The report is currently being revised by Mrs. Hemphill and Chief Kludt and will be reviewed and approved by the board presidents before it is presented to Commissioners Court.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE PROPOSED PURCHASE ORDER FOR TRUCK 51 EQUIPMENT THROUGH METRO FIRE TOTALING \$22,518.25:

Chief Brinkkoeter explained the process of how quotes were obtained and the specific equipment being procured through this vendor. The board reviewed and discussed the purchase order request. Commissioner Stahlman moved to approve the proposed purchase order for Truck 51 equipment through Metro Fire totaling \$22,518.25. Commissioner Gill seconded and all commissioners approved.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR TRUCK 51 EQUIPMENT THROUGH MES TOTALING \$12,851.01:

Chief Brinkkoeter stated that this equipment also was budgeted however MES's quote for these specific items was less than other vendors. Commissioner Stahlman moved to approve the proposed purchase order for Truck 51 equipment through MES totaling \$12,851.01. Commissioner Bowen seconded and all commissioners approved.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR AERIAL OPERATOR TRAINING THROUGH RESPONSE TRAINING GROUP TOTALING \$22,473.80:

Discussion between Chief Brinkkoeter and the board occurred over specifics of the training. The board asked Chief Brinkkoeter to clarify with the vendor on the training being for 4 personnel and 2 observers or 6 personnel as the proposal is indicating only 4 personnel and 2 observers. Chief Brinkkoeter stated that he would confirm however stated that he understands it to be for 6 personnel. Commissioner Stahlman moved to approve the proposed purchase order for Aerial Operator Training through Response Training Group totaling \$22,473.80 for six personnel. Commissioner Bowen seconded. All commissioners approved.

COMMISSIONERS COMMENTS:

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No comments were made.

Announcements:

Reminder of the State Association of Fire and Emergency Services Districts Annual Conference will be held February 20-22, 2020 at Moody Gardens in Galveston, Texas.

Next Meeting: February 24th, 2020 at 5:30PM

Adjournment: Meeting Adjourned at 7:45 PM.