

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of March 11th, 2021

Regular Monthly Meeting

The following commissioners were present: **Holly Gill, Alan Stahlman, Susan Shirley-Menzel, Jane Bowen and Don Wagner**. Fire Chief Darren Brinkkoeter, Assistant Fire Chief Robert Mikel and Business Manager Angela Hemphill were also in attendance.

Call to Order and Confirmation of a Quorum:

Commissioner Wagner called the meeting to order at 5:30PM, declared that **a quorum was present and confirmed with Commissioner Shirley-Menzel that the meeting notice was posted in compliance with Government Code 551.041 and 551.043**. She affirmed.

Citizen's Comments: No citizens were present at this meeting.

Approval of Minutes: Minutes of the regular monthly meeting held in January were emailed to the board for review prior to the meeting. There were requested changes/corrections made. The board accepted the minutes as revised. February monthly meeting was cancelled due to weather conditions.

Treasurers/Business Manager's Report: Angela Hemphill presented to the Board the report containing 2021 Budget versus Actual as of month end February. She also presented the analysis reports relaying current year to date property tax and sales tax revenue received as of March 11th compared to previous years. Discussion took place over possible budget amendments to be presented at a future meeting. **The board acknowledged the report given.**

Ms. Hemphill presented the 4th Quarter FY20 Investment report

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

Fire Chief Darren Brinkkoeter summarized the events of the winter storm that occurred mid February causing the February monthly meeting to be cancelled. Discussion took place related to the district's response during the winter storm along with the County's. Chief Mikel stated that interviews for the Quartermaster position were being conducted the following day with 7 eligible candidates. Chief Brinkkoeter informed the board that interviews for the EMS Division Chief were conducted the previous week with 2 internal and 5 external candidates. He was happy to announce that Captain Chris Clapper was selected by the panel to be offered the position. He has since completed the contingent requirements successfully and has formally accepted the position. Chief Brinkkoeter also relayed that due to current staffing levels, Chief Clapper would temporarily stay on shift in Operations before transitioning to Administration allowing for promotional processes to be conducted due to the vacancy of the Captain position. President Wagner asked about Fire Recovery feasibility and the revenue generated versus the amount of work it takes to administer it. Chief Brinkkoeter stated that whether through 3rd party or internally, he would still like the option be able to bill for certain fire related activities. Ms. Hemphill to investigate other vendors for providing Fire Billing and present to board for consideration. The board of ESD No. 3 asked the Chiefs to relay their pride and gratitude for the professional and beyond the call of duty they displayed with their response to the winter storm event.

Committee Reports

Apparatus Committee:

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Commissioner Bowen requested that Chief finalize a meeting date for the committee to meet so the proposed replacement plan can be updated in the Master Plan if needed prior to the Strategic Planning Session. She then stated that there was nothing additional to report.

Audit Committee:

Mrs. Hemphill stated that the FY20 audit process has begun. The on-site portion will continue the remainder of this week. They are aware of the April meeting dates and are hoping to have a draft report to the board prior to the meeting.

Budget / Finance Committee:

Ms. Hemphill presented the proposed amendments to the FY20 annual budget. She informed the board that there is no change to the bottom line as she is requesting reallocation of funds not used in certain lines to be transferred to expense line items which exceeded their budgeted amounts, even though total expenses for the year were under budget. The board discussed the amendments proposed. **Commissioner Gill moved to approve the proposed amendments to the FY20 Budget as presented. Commissioner Bowen seconded and all commissioners approved.**

Building Committee:

Ms. Hemphill informed the board of that Station 56 has been given a certificate of substantial completion by BRW Architects. Seidel Construction is currently working on completion of punch list items. Station 54 has not been given substantial completion due to some critical pathway items not being finalized. Ms. Hemphill presented the proposed AIA Change Order to finalize the construction cost related to items that were modified during construction. Discussion over the items listed occurred. **Commissioner Stahlman moved to approve the proposed AIA Change Order as presented with removal of the DCDA Vault under Station 56 totaling \$14,507.00. Commissioner Shirley-Menzel seconded and all commissioners approved.**

Community Outreach:

Commissioner Shirley-Menzel stated that the project related to station tours was completed middle February right before the winter storm. It has since been edited for final release after board approval. The board reviewed the short film and gave their approval to post. They requested Chief Brinkkoeter and Commissioner Shirley-Menzel give their appreciation and job well done to all those involved. They acknowledged.

Community Paramedicine Program:

Chief Brinkkoeter stated that he received correspondence from a Lieutenant in New Braunfels who lives locally. This resident needed information and Chief stated that he directed him to Ms. Alexander, CHPP Paramedic. The Lieutenant, after receiving assistance, relayed his appreciation to Chief Brinkkoeter for how prompt and helpful Ms. Alexander had been. The Board asked for a summary of activities conducted by Ms. Alexander.

Compensation Committee:

Commissioner Wagner relayed the background related to the proposed change in title for Ms. Hemphill from Business Manager to Chief Financial Officer. The board agreed that the title proposed more properly encompasses the responsibilities of the position Ms. Hemphill currently holds versus the current title of Business Manager. **Commissioner Stahlman moved to approve the title change from Business Manager to Chief Financial Officer and requested the Fire Chief to**

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continue to work on finalizing the job description for board consideration. Commissioner Shirley-Menzel seconded and all commissioners approved.

Strategic Planning Committee:

Commissioner Bowen asked for the board's availability in April to hold a strategic planning workshop and what topics were important to the commissioners to be discussed. Discussion took place on how the workshop would be conducted and what all would be involved. Commissioners relayed their requests for the topics to be included and it was decided to tentatively set April 28th as a workshop date.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED SERVICE AGREEMENT BETWEEN KONA COAST VENTURES, COMAL COUNTY ESD NO. 2 AND COMAL COUNTY ESD NO. 3:

Chief stated that there were no changes made to the agreement outside of the term dates related to the season. Commissioner Stahlman requested that the district re-evaluate the per personnel rates early 2022. **Commissioner Stahlman moved to approve the proposed service agreement between Kona Coast Ventures, Comal County ESD No. 2 and Comal County ESD No. 3 as presented. Commissioner Shirley-Menzel seconded. All commissioners approved.**

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR REPAIRS TO ENGINE 4907 TOTALING \$6,370.39 THROUGH SIDDONS MARTIN EMERGENCY GROUP:

Chief Mikel detailed the estimate received from Siddons related to repairs to the radiator that are needed. Discussion occurred related to the repairs lasting for the remainder of the use of the apparatus and how many years this particular unit has been in service. Commissioner Bowen requested Chief Brinkkoeter to include this in the apparatus committee meeting as a point of discussion – increasing repair costs for aged apparatus. **Commissioner Stahlman moved to approve the proposed purchase order for repairs to unit 4907 totaling \$6,370.39 through Siddons Martin Emergency Group. Commissioner Gill seconded. All commissioners approved.**

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED CLINICAL AFFILIATION AGREEMENT BETWEEN COMAL COUNTY ESD NO. 2, COMAL COUNTY ESD NO. 3 AND TEEEX FOR PURPOSE OF COMPLETING CLINICAL HOURS REQUIRED UNDER THE UPCOMING PARAMEDIC PROGRAM:

This agreement was sent out to the board for review prior to the meeting. Some changes were requested and subsequently made. A revised copy was then emailed for consideration. **Commissioner Shirley-Menzel moved to approve the proposed clinical affiliation agreement between Comal County ESD No. 2, Comal County ESD No. 3 and TEEEX for purpose of completing clinical hours required under the upcoming Paramedic Program and authorized Chief Brinkkoeter to sign on behalf of the board. Commissioner Bowen seconded and all commissioners approved.**

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CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON RATIFYING PRESIDENT WAGNER'S APPROVAL OF PROPOSED PURCHASE ORDER FOR LEXIPOL TOTALING \$7,300.00 FOR SOFTWARE TO MANAGE THE DISTRICT'S POLICY MANUAL:

President Wagner stated that due to the cancellation of the February monthly meeting where this item would have been considered. He gave approval and authorization for payment to Ms. Hemphill and is requesting the board ratify his interim approval. **Commissioner Gill moved to ratify President Wagner's approval of the proposed purchase order and subsequent payment of \$7,300 to Lexipol for software needed for managing the district's policy manual. Commissioner Shirley-Menzel seconded and all commissioners approved.**

COMMISSIONER COMMENTS:

No comments were made.

Announcements:

Reminder – Pinning Ceremony rescheduled for April 10th at 10 AM at the Canyon Lake High School Auditorium.

Next Meeting: April 21st at 5:30 PM at Station 51

Adjournment: Meeting Adjourned at 8:14 PM.