

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of July 14th, 2020

Regular Monthly Meeting

The following commissioners were present: **Holly Gill, Alan Stahlman, Susan Shirley-Menzel, Jane Bowen and Don Wagner.** Fire Chief Darren Brinkkoeter, EMS Division Chief Brandon Kludt, 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 June were emailed to the board for review prior to the meeting. There were requested changes/corrections made. The board accepted the minutes as revised.

Treasurers/Business Manager's Report: Angela Hemphill presented to the Board the report containing 2020 Budget versus Actual as of month end June. She also presented the analysis reports relaying current year to date property tax and sales tax revenue received as of July 14th compared to previous years. **The board acknowledged the report given.** Discussion took place over possible budget amendments to be presented at a future meeting as well as developing a proposed resolution containing a procedure in the event that an expense would cause individual budget lines to go over.

Mrs. Hemphill presented the 2nd Quarter Investment Report for the board's consideration and approval. **Commissioner Shirley-Menzel moved to approve the 2nd Quarter Investment Report as presented. Commissioner Gill seconded and all commissioners approved.**

Presentation of C.L. FIRE/EMS Status Report

EMS Division Chief Brandon Kludt presented the quarterly Chief's Report along with an update on the current state of our region related to the Coronavirus (COVID19). He stated that there has been an increase in number of cases within our jurisdiction and Comal County as a whole. However we have not seen increases in calls for service for COVID19 positive or probable patients within our jurisdiction. Chief Brinkkoeter stated that there is one student remaining from the 2019 Paramedic Program to test. Mrs. Hemphill stated that she is still working with the staff at Rene Bates on the listings of surplus equipment but due to COVID19 they are currently all working remotely which is causing a delay in actually finalizing the auctions in order for them to be posted. The board acknowledged the reports as presented.

Committee Reports

Apparatus Committee:

Chief Brinkkoeter informed the board of the current deployment in which the TIFMAS Type III is being utilized with 4 personnel. Truck 51 will be placed into service on July 17th. Due to a delay in a vehicle stabilization class, old equipment will be placed on the truck for use until the class has been completed by all personnel. Chief Mikel explained the repairs necessary for PUC 1293 (Engine 51) which were over the authority of management and interim approval to proceed was obtained from President Wagner so we could return the truck to service. **Commissioner Shirley-Menzel moved to ratify President Wagner's interim approval for repairs to Engine 51 – PUC 1293**

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totaling \$7,192.72 completed by Siddons Martin Emergency Group. Commissioner Gill seconded. All commissioners approved.

Audit Committee:

Commissioner Wagner stated that there was nothing to report.

Budget / Finance Committee:

Mrs. Hemphill reminded the board of the Budget Workshop scheduled for July 30th @ 5PM here at Station 51. She also stated that the budget and finance committee will be meeting sometime the week of July 20-24 to discuss the proposed budget prior to board review.

Building Committee:

Commissioner Stahlman summarized what the construction status was for Stations 54 and 56. There is concern on the four fold doors arriving in time to install and still meet the scheduled completion date for Station 56. Chief Brinkkoeter stated that Chief Rush and he are finalizing the FF&E list for both stations and should start ordering of those items soon.

Community Outreach:

Commissioner Shirley-Menzel stated that due to the pandemic the committee has opted to postpone holding a meeting. Chief Brinkkoeter stated that it has been decided to not hold the annual Open House for this year. There have been discussions on creating a virtual tour for the two new stations and making available on the website for residents to watch since we will most likely be unable to hold grand openings due to limitations on gatherings set forth in the current executive order by the Governor related to the pandemic. Discussion over the possibility of holding a small gathering that complies with the order but allows for recognition of all the individuals involved in making these stations a reality occurred.

Community Paramedicine Program:

Chief Kludt gave a summary of where the program currently sits and that the CLFEMS, Inc board intends on meeting soon. He mentioned that he and Ms. Alexander (CHPP) are working with McKenna Foundation for another grant to help fund the program. Commissioner Stahlman suggested that they look into grant opportunities through an organization in New Braunfels called New Braunfels Community Foundation. Chief Kludt acknowledged the suggestion.

Compensation Committee:

Commissioner Wagner stated that the committee will be meeting the week of July 20-24 to review the proposed pay structure revision.

Strategic Planning Committee:

There was nothing new to report on the item.

OLD BUSINESS

There was no old business to discuss.

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NEW BUSINESS

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED SERVICE AGREEMENT FOR HEALTH SAVINGS ACCOUNT ADMINISTRATION BETWEEN INFINISOURCE AND COMAL COUNTY ESD No. 3:

Mrs. Hemphill informed the board of the recent renewal process for healthcare benefits offered by the district to the personnel. She stated that during the process it was decided to include a HDHP (High Deductible Health Plan) as one of the options for the personnel to select. As part of this addition, this plan is eligible for a Health Savings Account. This proposed agreement is for administration of these accounts if the employee elects to create one. There was discussion over the selection of the companies and why Infinisource was selected as well as the overall cost associated with these changes in which Mrs. Hemphill stated that it will be right at a 1% increase in premiums as there was more than half the department who did elect the Bronze Plan (HDHP) with HSA account. Mrs. Hemphill stated that ESD 3 legal counsel has reviewed and made suggested changes in which all were approved by the vendor. Mrs. Hemphill also mentioned the ability for these Health Savings Account to act as a secondary savings plan for retirement as once the individual turns 65, the account can transition into an IRA (Individual Retirement Account). **Commissioner Gill moved to approve the proposed service agreement for Health Savings Account Administration between Infinisource and Comal County ESD No. 3 as presented. Commissioner Bowen seconded. Commissioners Shirley-Menzel and Wagner both approved while Commissioner Stahlman abstained. Motion carried with majority vote.**

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON LEASE AGREEMENT FOR EVENT HALL RENTAL BETWEEN CANYON LAKE CABINS AND COTTAGES AND COMAL COUNTY ESD No. 3:

Mrs. Hemphill stated that due to the limited venues available within the jurisdiction, administration located this Hall for our annual Christmas Party and would like to secure it however it requires the proposed agreement and a \$150 deposit. Discussion occurred over the potential for needing to cancel if the Governor's Executive Order is still in effect and limiting gatherings to a certain number of people. **Commissioner Bowen moved to approve the lease agreement for event hall rental between Canyon Lake Cabins and Cottages and Comal County ESD No. 3. Commissioner Shirley-Menzel seconded and all commissioners approved.**

COMMISSIONER COMMENTS:

No comments were made.

Announcements:

Reminder – FY21 Budget Workshop to be held July 30th @ 5:00PM

Next Meeting: August 19th, 2020 at 5:30PM

Adjournment: Meeting Adjourned at 8:12 PM.