

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of June 28th, 2021

Regular Monthly Meeting

The following commissioners were present: **Holly Gill, Jane Bowen, and Don Wagner**. Fire Chief Darren Brinkkoeter, Assistant Fire Chief Robert Mikel, EMS Division Chief Christopher Clapper, Battalion Chief Jason Rush and Angela Hemphill - Chief Financial Officer were also in attendance along with Michael Del Toro and Kyle Layer of ABIP (Audit Firm). Commissioners Shirley-Menzel and Stahlman were not 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 Ms. Angela Hemphill 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.

Audit Committee:

President Wagner requested to alter the order of the items on the agenda in order for the auditors to present on the FY20 Audit first. Ms. Hemphill introduced Michael Del Torro, Partner with ABIP and Kyle Layer, Senior Auditor with ABIP, stating they were in attendance to present the final audit report for fiscal year 2020. An email containing the proposed report and letter to management was sent out to all commissioners prior to the meeting for review. Mr. Del Toro summarized the report, the findings from the audit and relayed that the district received an unqualified opinion given by the firm which is the highest rating that can be given. The board acknowledged the information shared and thanked them for their attendance. The board then relayed their appreciation to Ms. Hemphill for her work performance related to the FY20 financials and assistance given to the auditors.

Approval of Minutes: Minutes of the regular monthly meeting held in May along with the revised minutes for April were emailed to the board for review prior to the meeting. There were requested changes/corrections made to the May minutes and resent to the board for consideration. The board acknowledged the April and May revised minutes as presented.

Treasurers/Chief Financial Officer's Report: Angela Hemphill presented to the Board the report containing 2021 Budget versus Actual as of month end May. She also presented the analysis reports relaying current year to date property tax and sales tax revenue received as of June 28th compared to previous years. **The board acknowledged the report given.** Ms. Hemphill stated that she will be requesting consideration of a revised ODFI agreement between the district and Security State Bank & Trust, at the next monthly meeting, ultimately allowing for an increase to the daily ACH authorized amount for payroll purposes.

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

Fire Chief Darren Brinkkoeter summarized the department's report of response times and number calls responded to overall and by district/station as well as by apparatus. He relayed that ISO has forwarded their official rating letter to him to be accepted or declined in which he accepted. The rating has an effective date of 10/1/2021 however the PPC rate has not changed from what the district currently holds. He then relayed the status of the paramedic program and that our personnel are still continuing to excel in the class. Chief Brinkkoeter indicated that the students would be starting clinicals soon.

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Committee Reports

Apparatus Committee:

Commissioner Bowen stated that the committee has met and that Chief Brinkkoeter is working on a proposal for an updated replacement plan for the fleet for consideration by the committee.

Budget / Finance Committee:

Ms. Hemphill stated that she is working on a proposal for amendments to be made to the current budget allowing for allocation of the current Paramedic Program being hosted by the department.

Building Committee:

Ms. Hemphill relayed that both buildings are complete and under their 1 year warranty period with Seidel.

EXECUTIVE SESSION:

President Wagner stated that the board would enter into executive session pursuant to Section 551.072 of the Texas Government Code to consider and discuss real property. Time was 1819. Reconvened at 1849.

President Wagner stated that no action was taken during the executive session.

The board requested that Ms. Hemphill reach out to the district's realtor and request comps related to the property being considered. Ms. Hemphill acknowledged.

Community Outreach:

Commissioner Shirley-Menzel was not in attendance for this meeting.

Community Paramedicine Program:

Chief Chris Clapper summarized the report submitted by Juanita Alexander, CHPP Paramedic. Discussion occurred and Chief Clapper stated that a meeting with the Canyon Lake Fire/EMS Board of Directors would be occurring soon to discuss the program and the status of the contributions drive.

Compensation Committee:

Commissioner Wagner relayed that there was nothing new to report.

Strategic Planning Committee:

Ms. Hemphill was still working on final dates for the Strategic Planning meetings to be conducted.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR FIRE HOSE TOTALING \$9,851.00 THROUGH METRO FIRE:

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Chief Brinkkoeter stated that this was a budget item for replacement hose. He is requesting board approval as the quoted price is over his authority. **Commissioner Gill moved to approve the proposed purchase order for replacement fire hose totaling \$9,851.00 through Metro Fire. Commissioner Bowen seconded. All commissioners approved.**

RATIFICATION OF PRESIDENT WAGNER'S APPROVAL OF PURCHASE ORDER FOR A WESTERBEKE GENERATOR TOTALING \$12,586.00 FROM LAKE ASSAULT BOATS:

Chief Brinkkoeter stated that the generator on Marine 53 was in need of replacement. The cost is for the equipment only and personnel will be installing it saving the district approximately \$10,000 (?? I know it was substantial but can't remember if this is the dollar amount he relayed??) in labor costs. Commissioner Gill asked if that would void the warranty for the generator and Chief Brinkkoeter stated it would not. **Commissioner Bowen moved to ratify President Wagner's interim approval of the purchase order for a Westerbeke Generator totaling \$12,586.00 from Lake Assault Boats. Commissioner Gill seconded and all commissioners approved.**

RATIFICATION OF PRESIDENT WAGNER'S APPROVAL OF PURCHASE ORDER FOR REPAIRS TO ENGINE 50 (UNIT 3383) TOTALING \$9,231.55 THROUGH SIDDONS-MARTIN EMERGENCY GROUP:

Chief Brinkkoeter stated that with Engine 53 currently at the body shop for repairs from an incident that occurred during the freeze and other apparatus needing to be evaluated due to malfunctions, he requested interim approval by President Wagner in order to get this truck back in service. **Commissioner Gill moved to ratify President Wagner's approval of purchase order for repairs to Engine (Unit 3383) totaling \$9,231.55 through Siddons-Martin Emergency Group. Commissioner Bowen seconded. All commissioners approved.**

RATIFICATION OF PRESIDENT WAGNER'S APPROVAL OF PURCHASE ORDER FOR REPAIRS TO ENGINE 53 (UNIT 4889) BODY DAMAGE TOTALING \$30,851.01 THROUGH AGUIRRE PAINT AND BODY:

Chief Brinkkoeter stated that insurance has already made payment to the district for these repairs so he requested interim approval from President Wagner so the body shop could get started. **Commissioner Gill moved to ratify President Wagner's approval of purchase order for repairs to Engine 53 (Unit 4889) body damage totaling \$30,851.01 through Aguirre Paint and Body. Commissioner Bowen seconded and all commissioners approved.**

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR RMS SOFTWARE FOR FIRE/EMS RECORDS TOTALING \$12,503.45 THROUGH ESO SOLUTIONS, INC.:

Ms. Hemphill stated that this was a budgeted item however board approval was needed as the amount is above her authority. She also stated that ESD 2 would be reimbursing ESD 3 for their portion of this software. **Commissioner Gill moved to approve the proposed purchase order for FIRE/EMS Records Management Software totaling \$12,503.45 through ESO Solutions, Inc. Commissioner Bowen seconded and all commissioners approved.**

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSALS FOR REPAIRS TO STATION 51 DAMAGE SUSTAINED DURING THE FEBRUARY WINTER STORM:

Chief Brinkkoeter presented three proposals from contractors for consideration. Chief Rush stated that he requests the board consider the GVT proposal of the three before them. Discussion over scope of the project and time line occurred. **Commissioner Bowen moved to approve moving forward with GVT after Chief Brinkkoeter, Chief Rush and Commissioner Gill receive, evaluate and are in agreement with the additional information requested and have the**

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authority to increase project cost up to \$30,000. Commissioner Gill seconded. All commissioners approved.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED SWIFTWATER EQUIPMENT TO BE REMOVED FROM INVENTORY AND DEEMED SURPLUS/SALVAGE EQUIPMENT:

Chief Brinkkoeter presented a list of expired PFD's (Personal Flotation Devices) and swiftwater rescue helmets that the district can no longer use due to their expiration. He is requesting the board deem them surplus equipment and authorize him to donate them to Helping Hands Program through the Texas Forestry Service in order to be utilized by Volunteer Fire Department that is in need of the equipment. **Commissioner Gill moved to approve the proposal to remove the expired Swiftwater Equipment presented from inventory and deem it surplus, along with giving Chief Brinkkoeter authorization to donate to Helping Hands Program through TFS. Commissioner Bowen seconded. All commissioners approved.**

COMMISSIONER COMMENTS:

No comments were made.

Announcements:

The State Association of Fire and Emergency Districts is hosting a Fall Conference at the Fort Worth Convention Center September 16-18.

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

Adjournment: Meeting Adjourned at 7:53