

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of April 21, 2020

Regular Monthly Meeting

Due to the state of emergency and/or local disaster caused by the COVID-19 pandemic, the Board of Comal County Emergency Services District No. 3 held this meeting through a virtual meeting because of the difficulty and risks of convening a quorum in one location. The meeting was available to the public through a link published in the public notices of the meeting.

The following commissioners were present: **Jane Bowen, Alan Stahlman, Holly Gill, Susan Shirley-Menzel and Don Wagner**. Fire Chief Darren Brinkkoeter, Assistant Fire Chief Robert Mikel, EMS Division Chief Brandon Kludt 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: Commissioner Wagner made comment that both ESD 2 board and ESD 3 board are very proud of the department for the diligent efforts to protect the personnel and residents shown thus far during the current COVID19 pandemic occurring. No other comments were made. No non-commissioner citizens were present.

Approval of Minutes: Due to the COVID19 Pandemic the regular monthly meeting scheduled for March was cancelled. Minutes of the regular monthly meeting held in February were emailed to the board for review prior to the meeting. There were requested changes/corrections made. The board accepted the February minutes as revised.

Treasurers/Business Manager's Report: Angela Hemphill presented to the Board the 2020 Budget versus Actual first quarter (Q1) report. She also presented the analysis reports relaying current year to date property tax and sales tax revenue received as of April 21st compared to previous years. **The board acknowledged the report given.**

Ms. Hemphill then presented the 1st Quarter Investment Report for the board's review and consideration. Discussion over renewal interest rates and best opportunity to invest funds took place. **Commissioner Bowen moved to approve the 1st Quarter 2020 Investment Report as submitted. Commissioner Stahlman seconded and all commissioners approved.**

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

EMS Division Chief Kludt presented the quarterly Chief's Report. Chief Brinkkoeter updated the board on the current state of our region related to the Coronavirus (COVID19). Discussion over how the district is currently responding to possible calls related to COVID19 and how we are protecting our personnel from possible exposure occurred. The PPE status is good for now and County Emergency Manager is working on obtaining more. Currently the EMT-P tests have been suspended. The eleven January new hires are working throughout the stations, the 6 from April are working on the fire side but not on ambulances.

Chief Brinkkoeter requested board approval to authorize the Chief to give an exception to policy 1047 Vacation Leave to certain personnel that have not been able to utilize their leave due to the current COVID19 Pandemic and Governor's Order to Shelter in Place. He requested a 90-100 day exception to start the day the order is lifted or has expired. **Commissioner Shirley-Menzel moved to approve the proposal and authorize the Fire Chief to give an exception to policy 1047 Vacation Leave allowing personnel who would be effected by it to have 100 days of available use on accrued**

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hours starting the date of the expiration of the current Governor's Order or sooner if the order is lifted prior to its expiration. Commissioner Bowen seconded. All commissioners approved.

Chief Brinkkoeter informed the board that the district currently has two personnel and one apparatus currently deployed with TIFMAS for a large fire in West Texas.

Committee Reports

Apparatus Committee:

Commissioner Bowen stated that there was nothing new to report. Chief Brinkkoeter stated that the TIFMAS truck has been delivered to Siddons-Martin in Houston for radio installation and then will head to Kirby for final preparations; should be taking possession of this apparatus in the next couple of weeks.

President Wagner stated that he gave approval for repairs needed to Marine 53 after an incident during boats operations occurred where the crew hit a submerged tree during an operation and asked for the board to consider ratifying his approval. Chief Mikel stated that once repairs were underway additional damage was found that increased the cost of repairs. Chief Mikel also stated that his investigation into the incident found that no violations of policy were involved in the incident, and that a spotter was properly posted per policy. Mrs. Hemphill stated that a claim was filed with insurance who is currently reviewing the estimate. **Commissioner Stahlman moved to ratify President Wagner's interim approval of proposed repairs to Marine 53 totaling \$7,975.91. Commissioner Bowen seconded and all commissioner approved. The Board gave Commissioner Wagner the authority to approve additional costs.**

Audit Committee:

Mrs. Hemphill stated that the on-site portion of the audit was almost complete lacking one additional day when the Shelter in Place Order came into effect. She stated they are still working on the audit remotely and plan on having a draft report to the audit committee prior to the next board meeting.

Budget / Finance Committee:

Mrs. Hemphill stated that there is nothing new to report.

Building Committee:

Commissioner Stahlman summarized what the construction status was for Stations 54 and 56. Discussion over Station 56 bays floors repair occurred along with the proposed change order for bi-fold doors. It was decided to hold a special meeting prior to the next board meeting in order for Mrs. Hemphill and Chief Brinkkoeter to obtain some additional information related to the bi-fold door proposal.

Community Outreach:

Commissioner Shirley-Menzel relayed that this committee has not met due to the pandemic however have corresponded by email to discuss ideas for the next Open House along with opportunities for the Citizen's Fire Academy Alumni to assist the department at certain functions. These minutes and notes were sent to the other committee members to add comments or suggests. The Board expressed support for the proposals from the committee.

Community Paramedicine Program:

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Chief Kludt stated that currently Ms. Alexander (CHPP Paramedic) is assisting the Chiefs and Operations due to pandemic and is not currently making site visits unless absolutely necessary.

Compensation Committee:

Commissioner Wagner stated that there was nothing new to report.

Strategic Planning Committee:

Commissioner Bowen stated that there was nothing new to report.

OLD BUSINESS

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED SERVICE AGREEMENT BETWEEN COMAL COUNTY ESD No. 2, COMAL COUNTY ESD No. 3 AND KONA COAST VENTURES (WWA): Chief Brinkkoeter stated that due to the COVID19 situation impeding their ability to operate as well as the Form 1295's not being filed by the business entity, he requested that we table this item until the May meeting.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED ODFI AGREEMENT BETWEEN COMAL COUNTY ESD No. 3 AND SECURITY STATE BANK AND TRUST:

Mrs. Hemphill presented the board with the previously approved ODFI Agreement between Comal County ESD No. 3 and Security State Bank & Trust for ACH Transfers related to the district's payroll transactions. She relayed when the agreement was originally considered a 1295 was required to be filed through the Texas Ethics Commission by the business entity and was not. A Form 1295 now has been filed by the bank and the agreement can now be considered and formally approved by the district. **Commissioner Shirley-Menzel moved to approve the proposed ODFI agreement between Comal County ESD No. 3 and Security State Bank and Trust as presented. Commissioner Bowen seconded and all commissioners approved.**

NEW BUSINESS

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON RENEWAL OF LEXIPOL SUBSCRIPTION FOR FY20 TOTALING \$7,087.00:

Chief Brinkkoeter relayed that this is the web based program containing the district's policy manual. Mrs. Hemphill advised that this was a budgeted expense. **Commissioner Stahlman moved to approve the proposed purchase order for renewal of the Lexipol Subscription for FY20 totaling \$7,087.00. Commissioner Shirley-Menzel seconded. All commissioners approved.**

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION RELATED TO THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT:

Mrs. Hemphill referred to the documents that were sent out to the commissioners prior to the meeting stating that they contained the language of the Act for their review and then highlighted the portions of the Act that applied to the district as an employer. Discussion regarding the requirements and their possible financial impact took place between Mrs. Hemphill and the board. No action taken.

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CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED REVISIONS TO POLICY 107 PURCHASING AND POLICY 108 CREDIT CARD PURCHASES: Mrs. Hemphill provided copies of the policies with the revisions shown. She relayed that the revisions are simply authorizing the Assistant Fire Chief, Chief Mikel to have authority in issuing Purchase Order numbers equal to the same authority as the Business Manager and the Fire Chief as well as making purchases under these two policies. The Commissioners requested the wording of “fellow commissioners” be removed from the existing policy in addition to the other revisions made. **Commissioner Shirley-Menzel moved to approve the proposed revisions to Policies 107 Purchasing and 108 Credit Card Purchases as presented. Commissioner Gill seconded. All commissioners approved.**

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON AUTHORIZING ISSUANCE OF A DISTRICT CREDIT CARD TO ASSISTANT FIRE CHIEF ROBERT MIKEL:

Mrs. Hemphill stated that the bank requires a letter on district letterhead indicating this request and signed by two authorized signatories. She has created the letter and requests board authorization to proceed. **Commissioner Stahlman moved to approve the proposed letter authorizing Security State Bank to issue a credit card under the district’s credit account to Assistant Fire Chief Robert Mikel. Commissioner Gill seconded and all commissioners approved.**

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED SERVICE AGREEMENT BETWEEN COMAL COUNTY ESD No. 3, COMAL COUNTY ESD No. 2 AND COMAL COUNTY WATER ORIENTED RECREATION DISTRICT (WORD):

Chief Kludt stated that the only changes made to this agreement from last year’s agreement would be the term dates. **Commissioner Stahlman moved to approve the proposed service agreement between Comal County ESD No. 3, Comal County ESD No. 2 and Comal County Water Oriented Recreation District (WORD) as presented and authorize Chief Kludt to sign on behalf of the District.. Commissioner Bowen seconded and all commissioners approved.**

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED COMMERCIAL CONNECTION AGREEMENT BETWEEN COMAL COUNTY ESD No. 3 AND CANYON LAKE WATER SERVICE COMPANY (CLWSC):

_Mrs. Hemphill explained that this service agreement is for the water connection needed at Station 56 (S. Cranes Mill Rd.). This agreement was reviewed by the district’s attorney as well as CLWSC has filed a Form 1295 with the Texas Ethics Commission as required. **Commissioner Gill moved to approve the proposed commercial connection agreement between Comal County ESD No. 3 and CLWSC as presented. Commissioner Shirley-Menzel seconded. All commissioners approved.**

COMMISSIONER COMMENTS:

The board discussed meeting options for upcoming special and regular monthly meetings; whether to meet in person if the order has been lifted or expired or whether to hold another Videoconference meeting. It was agreed to make the determination closer to the next meeting.

Announcements:

No Announcements were made.

Next Meeting: May 20th, 2020 at 4:00PM

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Adjournment: Meeting Adjourned at 8:15 PM.