

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of February 20th, 2019

Regular Monthly Meeting

The meeting was held at Canyon Lake Fire/EMS Station No. 51, 1074 Scissortail, Canyon Lake, Texas. The following commissioners were present: **Jane Bowen, Susan Shirley-Menzel, Alan Stahlman and Don Wagner**. Commissioner Holly Gill was absent. Fire Chief Darren Brinkkoeter, EMS Division Chief Brandon Kludt, Battalion Chief Justin Lowth, ESD 2 Vice President Kenneth Schein 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 09:00 a.m., declared that **a quorum was present and confirmed with Mrs. Shirley-Menzel that the meeting notice was posted in compliance with Government Code 551.041 and 551.043.** She affirmed.

Citizen's Comments: ESD 2 Vice President Kenneth Schein was in attendance and relayed his appreciation to ESD 3 Commissioners and staff for the great working relationship between the two districts and how well the Interlocal Agreement keeps the two districts in line with the mission of the department. The board thanked him for attending their meeting and reciprocated the appreciation.

Approval of Minutes: The minutes of the regular monthly meeting held in January were previously made available to each commissioner. All changes/corrections that were requested have not been reflected and Mrs. Hemphill requests the acceptance of the minutes be tabled until a revised set can be sent for review. The board tabled until the March meeting.

Treasurers/Business Manager's Report: Angela Hemphill presented to the Board the 2019 Budget versus Actual January month end report. She also presented the analysis reports relaying current year to date property tax and sales tax revenue received as of February 20th compared to previous years. **The board acknowledged the report given.** Discussion related to the status of the accounts with Wells Fargo and transition to Tex Pool took place.

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

EMS Division Chief Kludt gave the Chief's Monthly Report.

Mrs. Hemphill explained that Fire Recovery claims are now entered manually as there is not a way to transfer the data from ESO to their system.

Chief Brinkkoeter stated that the promotional process concluded as of the 18th of February. He distributed the list of personnel that completed the processes successfully and their respective rank for each position that was tested. The board asked the tentative start date for the Captain positions. The Chief explained that he still needed to sit down with each person to discuss the contingent offer and additional requirements which needed to be completed but that he would like the start date to be late April / early May.

He also reminded the board that the ISO re-evaluation is still scheduled for March 6-7 and that everything is in order for it to go smoothly as well as the Type III engine has left Florida on its way to the Siddons Martin Manor location for final inspection and delivery.

The paperwork for the awarded TIFMAS type III engine is being sent for our review and approval.

Chief informed the board of his positive meeting with Chief Zipp of Bracken Volunteer Fire Department (ESD 6) where they discussed service delivery to certain areas of their jurisdiction from our future Station 56.

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Commissioner Wagner relayed that he, along with Chief Brinkkoeter and ESD 2 President Jim Whitcomb received a letter of notification from the Comal County Judge, Sherman Krause, informing the districts of their intent to start cost sharing for the communications division of the Sheriff's Office. Discussion took place amongst the board. Commissioner Bowen and Chief Brinkkoeter to discuss with the County Wide ESD group as to their position on the intent of the County to charge for dispatch services.

Committee Reports

Apparatus Committee:

Commissioner Bowen stated that there was nothing new to report.

Audit Committee:

Mrs. Hemphill stated that the audit was to start the following week on Tuesday, February 26th. The board acknowledged.

Budget / Finance Committee:

The board discussed the status of the Wells Fargo account closure along with the return currently being received on their investments. **Commissioner Stahlman moved to transition the General Operating Account funds to a secondary account at Tex Pool. Commissioner Bowen seconded. All commissioners approved.**

Building Committee:

Commissioner Stahlman informed the board that the committee met with BRW representatives and Ryan Rosborough, AGCM, Inc. on February 14th and then explained the status of the construction documents and intent to go out for bid for the construction of Stations 54 & 56. We are still awaiting comments from TXDOT in order for BRW to work with the Engineer on adding them into the design. Commissioner Shirley-Menzel and Stahlman discussed the land that is being considered for Station 52 and Station 53 and relayed that they are still being analyzed. Chief Brinkkoeter stated that he has spoken to Mr. Hornseth, Comal County Engineer's Officer, regarding the recycling location on Station 52's property causing problems with the blocking of the emergency vehicles driveway. He said that Mr. Hornseth would discuss the matter with the recycling director.

Community Outreach:

Mrs. Hemphill stated that the press release proposed by Government Capital was revised as requested by the committee and then released prior to the Safe D Annual Conference. Commissioner Shirley-Menzel distributed copies of the release for the board's review. Chief Brinkkoeter stated that the 2019 Citizen's Fire Academy started February 5th with 11 students. The group indicated that they are enjoying the program so far and their reviews state that they are learning a lot of information that they were not aware of related to the services the districts provide.

Community Paramedicine Program:

Chief Kludt distributed the proposal related to the hiring process for the Community Health Paramedic. The process will be an internal/external process. He is hoping the notice of position will be posted as of March 1st allowing interested personnel/candidates to apply by March 15th.

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He is proposing the interviews take place March 26th and that the selected candidate start early to mid-April. The agreement between Comal County ESD 3, Comal County ESD 2 and Canyon Lake Fire/EMS, Inc. for the provision of the Community Health Paramedicine Program was finalized and executed on February 1st, 2019. The board discussed the status of the proposed bill to be filed in the Texas Legislature for a Chapter 775 language change. Commissioner Bowen stated that she would follow up with John Carlton, attorney for legislative lobbying through the State Association of Fire and Emergency Districts, who is working on this specific bill.

Interlocal Agreement:

Mrs. Hemphill stated that she would send out information regarding a time line for those that will be involved in the creation of the proposed new 5 year Interlocal for fiscal years 2020-2024 after the onsite portion of the district's financial audit has been completed.

Strategic Planning Committee:

Discussion took place over when the workshop for strategic planning should take place. The board agreed to schedule it for later in the year after Interlocal Agreement discussions have occurred.

NEW BUSINESS

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE FOR REPAIR/PREVENTATIVE MAINTENANCE ON UNIT 4907 PIERCE CONTENDER BY LONE STAR EMERGENCY GROUP TOTALING \$32,607.22:

Chief Lowth explained the requested items to be repaired or are needing their annual preventative maintenance. He stated though after review of the current apparatus plan and where Unit 4907 will be considered for replacement he is recommending that the district not consider the CAFS retrofit portion of the proposal. There was discussion amongst Chief Brinkkoeter, Chief Lowth and the Board regarding the other items listed. **Commissioner Shirley-Menzel moved to approved all proposed items except the CAFS retrofit which brings the total amount of requested repairs/PM to \$15,514.00. Commissioner Stahlman seconded, all commissioners approved.**

Announcements:

Commissioner Shirley-Menzel stated that the SAFE-D annual conference was well attended and that Chief Kludt presented to a group of approximately 35 people about our experience with the Community Health Paramedic Program. She would like Chief Kludt to give this presentation to the boards at the next monthly meeting.

Chief Brinkkoeter reminded the board of the upcoming pinning ceremony to be held on February 23rd at Canyon Lake High School.

Next Meeting: March 19th @ 0900

Adjournment: Meeting Adjourned at 11:21 AM.