

**EMERGENCY SERVICES DISTRICT No. 2**  
**COMAL COUNTY, TEXAS**  
**P. O. BOX 2140**  
**Canyon Lake, Texas 78133**

**Minutes of Regular Meeting May 21<sup>st</sup>, 2020**

**CALL TO ORDER:** Tom Crossan, Commissioner, confirmed that the official notice for this meeting was properly posted, then declared a quorum and called the meeting to order at 6:30 pm. Other commissioners present through Zoom (webcast) were: Jim Whitcomb, Francesca Hays, Kenneth Schein and Archie Dishman. Also present was Fire Chief Darren Brinkkoeter, Assistant Fire Chief Robert Mikel and Business Manager Angela Hemphill. EMS Division Chief Brandon Kludt was not in attendance for this meeting.

**CITIZEN'S COMMENT:** There were no citizens present.

**APPROVE/DISAPPROVE MINUTES OF PREVIOUS MEETING:** The minutes of the regular meeting on April 16<sup>th</sup> had been emailed prior to the meeting. There were no changes/corrections requested. The board accepted the proposed minutes as presented.

**CHIEF'S REPORT:** Assistant Fire Chief Robert Mikel informed the board that there were 191 EMS calls for service for the month of April. The average response time was 7:11. The board and Chief Mikel discussed the remainder of the report. The board acknowledged the report as given. The board was informed that the department has reduced the number of Infectious Disease Response Units from 2 to 1 in order to prepare for the upcoming contractual obligations we have related to the summer months. Chief Brinkkoeter relayed the recent flooding event that occurred within the jurisdiction as well as the deployment through TIFMAS in West Texas that the department participated in. He then reported on the construction status of Stations 54 and 56 as well as relayed that two personnel have started Paramedic School as of Monday the 18<sup>th</sup>.

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON SALE OF SURPLUS EQUIPMENT THROUGH RENE BATES AUCTIONEERS:**

Chief Mikel stated that the district has recently replaced the cardiac monitor mounts in each of the ambulances with mounts that attach to the stretcher. The department would like the board to authorize sale through Rene Bates Auctioneers as the old mounts are now surplus equipment and not needed. **Commissioner Dishman moved to approve the proposal to declare the cardiac monitors mounts as surplus and authorize Chief Kludt to secure Rene Bates Auctioneers to sale them on behalf of the district. Commissioner Hays seconded and all commissioners approved.**

**DISCUSS FUTURE TOWN HALL/PROPERTY OWNER'S ASSOCIATION MEETINGS FOR RESIDENTS WITHIN THE AREAS SURROUNDING STATIONS 54 AND 56:**

Commissioner Whitcomb requested that the board and Chiefs start pre-planning opportunities to meet with these residents either through town hall meetings or attending the POA meetings in order to introduce the new station's capabilities for those areas. President Crossan to speak with President Wagner of ESD 3 on this subject as well. Chief concerned with COVID19 and possible exposures by bringing residents together. The board then discussed the department putting together a video presentation of the department's capabilities and then posting on the website for residents to be able to view.

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON EMS WEEK SCHEDULED FOR THE WEEK OF MAY 17-23, 2020:** Mrs. Hemphill stated that the department is in the midst of EMS Week. Lunches are being provided by Maroni's in Sattler and Gennaro's in Startville for each of the shifts. The guys are very appreciative of this and their Weekender bag that was also gifted to them. The board relayed their gratitude for the hard work that the EMS Personnel do day in and day out for the community.

**CONSIDER AND DISCUSS CURRENT AND FUTURE STAFFING NEEDS DUE TO INCREASE IN CALL VOLUME OF EMERGENCY MEDICAL SERVICES:** Chief Brinkkoeter relayed that the department has brought on the remaining three personnel for this year's hiring and that as of now we are fine with staffing.

**CONSIDER AND DISCUSS POSSIBLE INTERLOCAL AGREEMENTS BETWEEN NEIGHBORING ESD's TO PROVIDE EMERGENCY MEDICAL SERVICES:**

Commissioner Whitcomb stated that there was nothing new to report on this item but that we are ready to engage in conversations with the neighboring ESD's as soon as they are. Chief Brinkkoeter stated that due to the current pandemic, the ESD's and their respective Chiefs are in a holding pattern when it comes to discussing these agreements any further.

**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):**

Mrs. Hemphill stated that the Form 1295's have been filed with the Texas Ethics Commission and that the agreement was approved by ESD 3 at their monthly meeting the night before. **Commissioner Whitcomb moved to approve the proposed service agreement between Comal County ESD No. 2, Comal County ESD No. 3 and Kona Coast Ventures (WWA). Commissioner Schein seconded. All commissioners approved.**

**COMMISSIONER COMMENTS:**

Commissioner Dishman relayed his appreciation towards the department also staying on top of things in order to provide for the community as efficiently as it can.

**CONSIDER AND DISCUSS THE PRELIMINARY APPRAISAL NUMBERS FOR ESD NO. 2 JURISDICTION PROVIDED BY THE COMAL APPRAISAL DISTRICT:**

Mrs. Hemphill stated that the preliminary numbers from the appraisal district have been received and were emailed to the commissioners prior to the meeting. She stated that these numbers are about a 14% increase over the 2019 certified numbers. After looking at the possible effects of Senate Bill 2 however, the district would not be able to collect the full amount and would be limited to no more that 3.5% over last year's property tax values. Mrs. Hemphill relayed that the Officer staff will be holding a budget creation meeting on June 10<sup>th</sup> and then prepare proposed expenses for the boards to consider at their respective budget workshop meetings to be held in late July.

**RECEIVE REPORT FROM THE TREASURER AND CONSIDER TAKING RELATED ACTION INCLUDING APPROVAL OF MONTHLY BILLS, INVOICES AND THE FINANCIAL REPORT:**

Commissioner Dishman stated that the FY19 Financial Audit is wrapping up with a draft report to be sent out soon by the auditors. The final report is due to the County Auditor's office for submission to Commissioner's Court no later than Monday, June 1<sup>st</sup>. He requested the board authorize himself and one other commissioner to review and make any necessary changes and then approval to submit prior to the next monthly meeting in order to meet the deadline. **Commissioner Whitcomb moved to authorize Commissioner Dishman and Commissioner Crossan to review the draft FY 19 Audit Report, make any changes/corrections needed and then submit to the County Auditor's Office on behalf of the district on or before June 1<sup>st</sup>. Commissioner Hays seconded and all commissioners approved.** Commissioner Dishman distributed copies of the Treasurer's Report. Included in the report were Budget to Actual at 4/30/20, Statement of financial position for 4/30/20, Statement of Financial Income and Expense for April and YTD and ESD#2 Ad Valorem Tax Receipts comparison 2005 thru 2020. **The board acknowledged the report given by Commissioner Dishman.**

Commissioner Dishman stated that there were 16 claims to be approved for payment:

<b>ESD#3</b>	<b>(date check 6/1/20) June p/r</b>	<b>\$268,949.74</b>
<b>Lake &amp; River Landscape</b>	<b>mow 4/15 &amp; 5/6</b>	<b>\$110.00</b>
<b>Specialty BioMedical</b>	<b>Ventilator Repair</b>	<b>\$375.00</b>
<b>Comal Appraisal District</b>	<b>Q3 Fees FY20</b>	<b>\$9,056.56</b>
<b>Comal County Tax Assessor Collector</b>	<b>2019 Cost of Collections</b>	<b>\$514.75</b>
<b>Quality In Flow</b>	<b>4th Ed Update</b>	<b>\$50.00</b>
<b>Discount Tire</b>	<b>Medic Unit Tires x 2</b>	<b>\$644.50</b>
<b>Stericycle</b>	<b>Medication Waste Disposal</b>	<b>\$138.00</b>
<b>Take 5 Oil</b>	<b>Unit 6678 Inspection</b>	<b>\$7.00</b>
<b>Galls</b>	<b>Commissioner Hays Shirts/Jacket</b>	<b>\$138.97</b>
<b>ValMark Chevy</b>	<b>Unit 6678 Airbag rplcmnt/ Unit 2772 Transmission</b>	<b>\$1,635.38</b>
<b>Triple Peak</b>	<b>Multiple Oil Changes/Repairs</b>	<b>\$1,268.84</b>
<b>ForeMost Promotions</b>	<b>EMS Week - Overnight Bags</b>	<b>\$2,026.89</b>
<b>Frazer</b>	<b>Medic Unit Handle</b>	<b>\$180.10</b>

Comal County Tax Assessor  
Ranger Auto

Unit 0050 Registration  
Medic 51 Air Filter  
Medic 56 Battery

\$7.50  
\$176.59

**Commissioner Dishman moved to approve payment for claims submitted and Commissioner Whitcomb seconded. All commissioners approved; motion carried.**

**REVIEW RECORDS MANAGEMENT PROGRAM AND MAKE ANY NECESSARY CHANGES:**

No changes needed.

**CONDUCT QUARTERLY REVIEW OF INTERLOCAL AGREEMENT CONTRACT OBLIGATIONS/METRICS:**

Agreement initiated January 1<sup>st</sup>, 2020 and all obligations and metrics are inline. No review/changes necessary at this time.

**SECRETARY PRESENTATION OF COMMUNICATIONS RECEIVED:**

Commissioner Hays stated that no items were received.

**IDENTIFY ITEMS FOR THE MAY MEETING:**

FY 19 Financial Audit Approval

**NEXT MEETING:** Thursday, June 18<sup>th</sup> at 6:30PM @ Station 51

**ADJOURN:** Meeting adjourned at 7:30 PM