

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3
MINUTES of September 15th, 2021
Regular Monthly Meeting

The following commissioners were present: **Jane Bowen, Susan Shirley-Menzel, Alan Stahlman, Holly Gill and Don Wagner.** Fire Chief Darren Brinkkoeter, Assistant Fire Chief Robert Mikel, EMS Division Chief Christopher Clapper and Angela Hemphill - Chief Financial Officer were also in attendance. Citizens present were Steve Salaz. Ken Campbell, ESD 3 Attorney and Judy Osborn (by Videoconference), ESD 3 Employment Attorney were in attendance as well.

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: Citizens were present at this meeting however no comments were made.

Executive Session: Commissioner Wagner stated that the board would enter into executive session pursuant to Section 551.071 of the Texas Government Code to consult with attorney. No action will be taken during this closed session. Time was 5:37PM.

Meeting reconvened at 7:07PM. Commissioner Wagner stated that the district will now re-enter into open meeting; no action was taken during the closed session.

Commissioner Gill moved to authorize the district's attorney, Ken Campbell and President Don Wagner to proceed as deliberated. Commissioner Bowen seconded and all commissioners approved.

Approval of Minutes: Minutes of the regular monthly meeting held in August along with special meeting minutes for the Public Hearing were emailed to the board for review prior to the meeting. There were requested changes/corrections made and a revised set of monthly minutes was made available to the board for consideration. The board accepted the minutes as revised.

Treasurers/Chief Financial Officer's Report: Angela Hemphill presented to the Board the report containing 2021 Budget versus Actual as of month end August. She also presented the analysis reports relaying current year to date property tax and sales tax revenue received as of September 15th compared to previous years. **The board acknowledged the report given.**

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

Assistant Chief Robert Mikel presented the monthly Chiefs report. A grant was received from WORD for the use of the boat slip. He relayed that the paramedic program has completed its classroom portion and began the clinical portion. The presentation by Lt Parker that was scheduled for this meeting was tabled until the October regular meeting. Chief Clapper summarized the wrap up of the Community Health Paramedic Program activities.

Committee Reports

Apparatus Committee:

Commissioner Bowen stated that there was nothing new to report.

Audit Committee:

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Commissioner Wagner stated there was nothing to report.

Budget / Finance Committee:

Ms. Hemphill stated that Government Capital's proposal is delayed due to Capital One needing to give attention to a recent legislative change that impacted other clients of theirs. She stated that she will ask for the agenda item to be added when they have formalized the proposal for the board's consideration.

Building Committee:

Ms. Hemphill stated that the closing on the property is delayed due to acquiring a land survey. She has secured a vendor to complete the survey in 17 business days and Joe Lyons, realtor, will be filing an amendment to Stewart Title modifying our existing purchase agreement. Chief Mikel stated that all repairs have been completed at Station 51 and personnel have since relocated back upstairs to the living quarters. Discussion over a possible Station 55 roof leak occurred; Chief Rush to continue to investigate and bring information back to the board to consider for repairs.

Community Outreach:

Commissioner Shirley-Menzel stated there was nothing new to report.

Compensation Committee:

Commissioner Wagner relayed that there was nothing new to report.

Strategic Planning Committee:

Commissioner Bowen presented the proposed Strategic Plan presentation. She requested that commissioners and staff involved review and recommend any modifications they feel are needed. The board tabled the approval until the October meeting.

OLD BUSINESS

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION REGARDING AN INTERLOCAL AGREEMENT BETWEEN COMAL COUNTY ESD NO. 3, NO. 2 AND NO. 6:

President Wagner informed the board that we are still awaiting a draft version for review and consideration from the attorney. The board tabled this item until the October meeting.

NEW BUSINESS

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR EMPLOYEE MEDICAL/PHYSICALS FOR 39 PERSONNEL TOTALING \$20,475.00 THROUGH LIFE SCAN WELLNESS CENTERS:

Chief Mikel stated that this was a budgeted item related to the annual medical/physicals we perform on our personnel related to our Wellness Policy we have to comply with NFPA 1582. We completed the initial round of 30+ personnel last year and this year's testing would complete the health evaluations for the remainder of personnel for their initial screening. **Commissioner Shirley-Menzel moved to approve the proposed purchase order for employee medical/physicals for 39 personnel totaling \$20,475.00 through Life Scan Wellness Centers. Commissioner Gill seconded. All commissioners approved.**

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

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RATIFICATION OF PRESIDENT WAGNER'S APPROVAL ON PROPOSED PURCHASE ORDER FOR REPAIRS FOR PUC 56 Engine 1292 TOTALING \$12,142.00 THROUGH SIDDONS MARTIN:

Chief Mikel stated that these repairs are similar to the repairs needed to Unit 1293, the other PUC that was purchased at the same time as this unit and what was discussed at the previous month's board meeting. President Wagner gave interim approval in order to allow for repairs to get started due to the amount of time needed to complete them. **Commissioner Gill moved to ratify President Wagner's interim approval of proposed repairs to Engine 1292, PUC 56 totaling \$12,142.00 through Siddons Martin. Commissioner Stahlman seconded and all commissioners approved.**

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON CREATION OF A SHAPRE FILE FOR SUBMISSION TO COMAL COUNTY:

Ms. Hemphill stated that a meeting occurred with Chief Appraiser Lozano with Comal Appraisal District, Cynthia Jaqua – Comal County Elections Coordinator, Tom Hornseth – Comal County Engineer, Ken Campbell – ESD Attorney, Kim Carrol – ESD 7 Commissioner and she related to the discrepancies found on the Comal County GIS mapping system containing ESD boundary lines. All boundaries currently shown are being declared unofficial and the Engineer's Office has requested shapefiles from all districts. She is working with a firm on the creation however is awaiting certain documents from the attorney to proceed. She requested to keep this item on future agendas for discussion until the project is complete. The board acknowledged.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE PROPOSED PURCHASE ORDER TOTALING \$11,368.00 FOR BUDGETED WORKOUT EQUIPMENT FOR STATIONS 54 / 56:

Chief Mikel stated that this is a budgeted item for the remaining exercise equipment needed to finish Stations 54 and 56 through Promaxima. **Commissioner Shirley-Menzel moved to approve the proposed purchase order for exercise equipment totaling \$11,368.00 for Stations 54 / 56 through Promaxima. Commissioner Gill seconded and all commissioners approved.**

REPORT ON STATUS OF 501 C3 FUNDRAISING:

Ms. Hemphill distributed copies of the flier in its current phase. She stated that work is still being done to complete it.

COMMISSIONER COMMENTS:

No comments were made.

Announcements:

No announcements made

Next Meeting: October 20th @ 5:30 PM Regular Monthly meeting

Adjournment: Meeting Adjourned at 8:35PM