

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

**Minutes of Regular Meeting January 16<sup>th</sup>, 2020**

**CALL TO ORDER:** Jim Whitcomb, Commissioner, declared a quorum and called the meeting to order at 6:30 pm at Tye Preston Memorial Library, 16311 South Access Rd., Canyon Lake, Texas. Other commissioners present were: Tom Crossan, Francesca Hays, Kenneth Schein and Archie Dishman. Also present was EMS Division Chief Brandon Kludt, Fire Chief Darren Brinkkoeter and Business Manager Angela Hemphill.

**APPROVE/DISAPPROVE MINUTES OF PREVIOUS MEETING:** The minutes of the regular meeting on December 19<sup>th</sup> had been emailed prior to the meeting. No changes/corrections were requested. **The board accepted the proposed minutes as presented.**

**APPROVE AND ACCEPT APPOINTMENT / REAPPOINTMENT OF COMMISSIONERS:**

Commissioner Whitcomb confirmed that Commissioner Dishman, Hays and he completed the swearing in at the County Clerk's Office. Commissioner Whitcomb welcomed Commissioner Hays to the board and declared a quorum was present.

**CITIZEN'S COMMENT:**

There were no citizens present.

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON ELECTION OF OFFICERS FOR THE 2020 ESD 2 BOARD:**

The board discussed commissioner positions for this Operational year. The board agreed to the following: Tom Crossan as ESD 2 President, Ken Schein as ESD 2 Vice President, Archie Dishman as ESD 2 Treasurer, Francesca Hays as ESD 2 Secretary and Jim Whitcomb as ESD 2 Asst. Treasurer.

**CHIEF'S REPORT:** EMS Division Chief Kludt informed the board that there were 201 EMS calls for service for the month of December. The average response time was 7:37. The board and Chief Kludt discussed the remainder of the report. The board acknowledged the report as given. Chief Kludt presented a proposed purchase order for a refurbished generator through So-Tex totaling \$5100.00. He is asking for board approval to move forward with this purchase as the district has no backup generators and the one that is being replaced cannot be repaired. **Commissioner Schein moved to approve the proposed purchase order for a refurbished generator through So-Tex totaling \$5,100.00. Commissioner Dishman seconded and all commissioners approved.** Chief Brinkkoeter stated that a meeting has been scheduled with ESD 6 to continue discussions on a possible Interlocal Agreement between the districts for service delivery.

**REVIEW AND APPROVE QUARTERLY INVESTMENT REPORT FOR THE 4<sup>TH</sup> QUARTER OF 2019:**

Commissioner Dishman summarized the investment report to the board.

**REVIEW TRAINING REQUIREMENTS AND COMPLIANCE STATUS FOR EACH COMMISSIONER:**

Mrs. Hemphill stated that each commissioner is responsible for 6 continuing education hours over their 2 year term. These CE hours are available at the upcoming Safe D conference in early February or can be also obtained through webinars hosted by Safe D on the last Monday of every month. The commissioners acknowledged.

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON RENEWING SIGNATURE CARDS FOR ESD 2 FINANCIAL ACCOUNTS:**

Commissioner Dishman confirmed that since all accounts currently held the same signatories as last year that it was not necessary to resubmit new signature cards for 2020.

**REVIEW, DISCUSS AND TAKE APPROPRIATE ACTION ON CONTRACTS DUE AT THE FIRST OF THE YEAR, IE WORD, WWA, BOOKKEEPING:**

Mrs. Hemphill asked that this agenda item be tabled until February as the Bookkeeping contract had not been reviewed by Ms. Preston. She also stated that the Whitewater Amphitheatre contract would possibly be ready in February but that WORD agreement would be presented at the April or May meeting.

**CONSIDER AND DISCUSS ATTENDANCE AT TEXAS STATE ASSOCIATION OF FIRE AND EMERGENCY SERVICES DISTRICT (SAFE-D) ANNUAL CONFERENCE:**

Mrs. Hemphill stated that rooms off site have been secured and that she would be finalizing registrations over the next week. The board acknowledged.

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION TO PREPARE AND REVIEW REPORT FOR COMAL COUNTY COMMISSIONERS COURT AND COUNTY ATTORNEY IN JANUARY:**

Commissioner Whitcomb stated that this presentation has been scheduled for Thursday, January 30<sup>th</sup> at 8:30am and is held at the Courthouse in New Braunfels. He encouraged all that are available to attend if they can. Chief Kludt, Mrs. Hemphill, Commissioner Wagner of ESD 3 and he are currently working on finalizing this year's report and will send out the final report once it's completed.

**COMMISSIONER COMMENTS:**

Each Commissioner gave a brief background of their professional experience for Commissioners Hays knowledge.

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

Archie Dishman distributed copies of the Treasurer's Report. Included in the report were Budget to Actual at 12/31/19, Statement of financial position for 12/31/19, Statement of Financial Income and Expense for December and YTD and ESD#2 Ad Valorem Tax Receipts comparison 2005 thru 2019. **The board acknowledged the report given by Commissioner Dishman.**

Commissioner Dishman stated that there were 9 claims to be approved for payment:

<b>ESD#3</b>	<b>(date check 2/1/20) Feb.. p/r</b>	<b>\$264,603.55</b>
<b>ESD#3</b>	<b>Discount Tire \$365.45, Zeitung ad \$23.11</b>	<b>\$388.86</b>
<b>Star Awards</b>	<b>PLAQUE FOR Commissioner Hayes</b>	<b>\$141.00</b>
<b>Emergicon</b>	<b>Insurance collection fee</b>	<b>\$2,939.39</b>
<b>VFIS</b>	<b>qtrly premium \$951, Dishman bond\$350</b>	<b>\$1,301.00</b>
<b>Triple Peak Auto</b>	<b>unit 4311 brakes, unit 6678 batteries</b>	<b>\$1,089.82</b>
<b>Ranger Auto</b>	<b>Medic 55 lamps</b>	<b>\$18.99</b>
<b>ValMark Chev.</b>	<b>Unit 6678 electrical issue</b>	<b>\$1,247.72</b>
<b>Stericycle</b>	<b>Medical Disposal</b>	<b>\$69.00</b>

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

Commissioner Dishman asked the board for their consideration on authorizing him to sign on the district's behalf the proposed engagement letter submitted by Rick Reed & Company to perform the 2019 Financial Audit for ESD 2 at a cost not to exceed \$8,325.00. **Commissioner Dishman moved to approve the proposal submitted by Rick Reed & Company for their firm to perform the 2019 Financial Audit for ESD 2 at a cost not to exceed \$8,325.00. Commissioner Crossan seconded and all commissioners approved.**

**SECRETARY: PRESENTATION OF COMMUNICATIONS RECEIVED:**

Commissioner Crossan stated that no items were received.

**IDENTIFY ITEMS FOR THE FEBRUARY MEETING:**

District Agreements – Bookkeeper, WWA

**NEXT MEETING:** Thursday, February 27<sup>th</sup> at 6:30PM – Canyon Lake Fire/EMS Station 51

**ADJOURN:** Meeting adjourned at 7:24 PM