

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of January 22nd, 2019

Regular Monthly Meeting

The meeting was called to order at 10:30 a.m. 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, Holly Gill and Don Wagner**. Fire Chief Darren Brinkkoeter, EMS Division Chief Brandon Kludt, Business Manager Angela Hemphill, Engineer Brett Parker and Ryan Rosborough with AGCM, Inc. were also in attendance.

Call to Order and Confirmation of a Quorum: Commissioner Wagner called the meeting to order. He welcomed Commissioner Gill and then confirmed that she and Commissioner Stahlman had taken their official oath and been sworn in – they affirmed. He then declared that **a quorum was present**.

Chief Brinkkoeter introduced the six personnel that have started their career with the district as of January 8th, 2019.

Election of Officers:

Commissioner Bowen moved that Commissioner Stahlman hold the position of Treasurer, Commissioner Gill hold the position of Asst. Treasurer and all other commissioners maintain their current position for 2019, that being Commissioner Wagner as President, Commissioner Bowen as Vice President, and Commissioner Shirley-Menzel as Secretary.. Commissioner Shirley-Menzel seconded and all commissioners approved.

Financial Institution Signatories:

Commissioner Wagner stated that with Commissioner Gill's appointment and with the election of officers as they were decided, there would be a change in signatories. **Commissioner Shirley-Menzel moved to authorize commissioners Don Wagner, Jane Bowen, Alan Stahlman and Holly Gill as signatories for all financial accounts held by ESD No. 3 and removal of ex-Commissioner Dennis Deeny.** Commissioner Stahlman seconded and all commissioners approved.

2019 ESD 3 Monthly Meeting Dates:

Due to the availability of Commissioner Gill who works full time, the board agreed to have Mrs. Hemphill arrange the next four (4) month of meetings based on all commissioners' availability.

Review and Reaffirmation of standard operating guidelines, ie. line of succession, presidential motions and voting and citizen's comments.

All policies were emailed to the board for review prior to the meeting. Commissioner Wagner summarized the policies and their intent. The board discussed and no changes/revisions were requested. **Commissioner Shirley-Menzel moved to adopt the three policies – Line of Succession, Presidential Motions and Voting and Citizen's Comments as they were proposed.** Commissioner Gill seconded. All commissioners approved.

President Wagner proposed and the Board agreed of the following assignments to committees for 2019:

Assignment to Committees for 2019:

Apparatus Chair	Jane Bowen
Apparatus Member	Alan Stahlman

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Audit Chair	Don Wagner
Audit Member	Holly Gill
Budget/Finance Chair	Alan Stahlman
Budget/Finance Member	Holly Gill
Building Chair	Alan Stahlman
Building Member	Susan Shirley-Menzel
Community Outreach Chair	Susan Shirley-Menzel
Community Paramedicine Program Chair	Jane Bowen
Community Paramedicine Program Member	Holly Gill
Compensation Committee Chair	Don Wagner
Compensation Committee Member	Jane Bowen
County Wide ESD Committee Representatives	Don Wagner, Jane Bowen
Interlocal Agreement Committee Chair	Jane Bowen
Interlocal Agreement Committee Member	Holly Gill
Strategic Planning Committee Chair	Jane Bowen
Strategic Planning Committee Member	Don Wagner
Canyon lake Fire EMS Inc. Representatives	Susan Shirley-Menzel, Jane Bowen

Citizen's Comments: Citizens were present however no comments were made.

Approval of Minutes: The minutes of the regular monthly meeting held in December have been previously made available to each commissioner. Changes/corrections were requested and a revised set was emailed for review. The board accepted the proposed revised minutes as submitted.

Building Committee:

Commissioner Wagner requested that out of respect for our consultant's time, we move the Building Committee's agenda item to this point in the meeting. The board agreed. Mr. Rosborough thanked the board for the consideration and then informed the board of the current TXDOT delay due to needing additional surveys completed to the Station 54 property. He stated that Mrs. Hemphill has already arranged for the surveys to be completed by Urban Civil and in order for there to be no more unnecessary delays, Mrs. Hemphill and he have connected all parties to the project to each other. Commissioner Wagner informed the board of his conversation with Ray Holliday, BRW Principal. Mr. Rosborough stated that the district could proceed with the bidding process for both stations however include an alternative to Station 54 so that the contractor is aware of additional work that would be needed or the district could wait for the construction documents to be at 100% to include the needed roadwork for Station 54. The board discussed and stated that they would prefer the bidding process be conducted once

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the construction documents are a 100% complete. Commissioner Stahlman, Ryan Rosborough and Commissioner Shirley-Menzel agreed to meet on February 4th at 11a at Station 51. The committee asked that Mrs. Hemphill set up a meeting with BRW the following week, preferably the afternoon of the 13th. She acknowledged.

Treasurers/Business Manager's Report: Angela Hemphill presented to the Board the 2018 Budget versus Actual Year End report. She stated that there were still outstanding invoices to be expensed for Fiscal Year 2018 and that she would not be able to give a final year-end report until possibly the next monthly meeting. She also presented the analysis reports relating current year to date property tax and sales tax revenue received as of January 22nd compared to previous years. **The board acknowledged the report given.**

The board discussed the funds still at Wells Fargo Bank as well as Wells Fargo Brokerage. **Commissioner Stahlman moved to transfer all funds held at Wells Fargo Brokerage to TexPool. Commissioner Shirley-Menzel seconded. All commissioners approved.**

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

EMS Division Chief Kludt gave the Chief's Report. Chief Brinkkoeter informed the board that the district was awarded a Type III Engine through TIFMAS through a grant that was submitted by Lt. Kubena back in 2011. The department has been on a revolving list for the last several years awaiting possible selection for this grant. He stated that the point system he states is based on not only our personnel's credentials but also our involvement in deployments and mutual aid. He thanked the board for their support over the last two years of allowing personnel to deploy to other areas in the state and out of the state. Chief Brinkkoeter then stated that the 9 personnel who completed the 2018 Paramedic Program have begun taking the National Registry test and that 4 of the 9 have passed so far. He then stated that the 6 personnel selected to attend the 2019 Paramedic Program have begun their 1st semester.

Chief Brinkkoeter informed the board that he was working with Precinct 1 County Commissioner Eccleston to acquire MDT's (Mobile Data Terminals) for the apparatus, stating that there would be a proposed MOU (memorandum of understanding) between ESD No. 3 and Comal County. The board accepted the report as presented.

Committee Reports

Apparatus Committee:

Chief Brinkkoeter stated that this committee met earlier in the month to review the Master Plan, specifically the Apparatus Replacement Plan. He stated that the committee discussed removing a brush truck that was scheduled since the district will be acquiring the additional TIFMAS awarded truck. Commissioner Bowen spoke to the overall reduction on apparatus cost through the Master Plan in the next ten years being approximately \$1M through the changes made by the committee.

Audit Committee:

Mrs. Hemphill stated that the 2018 Financial Audit has been scheduled for February 25th to March 1st. The board acknowledged.

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Budget / Finance Committee:

Mrs. Hemphill stated that the district would have to transfer all outstanding payments that have not been cashed by the recipient after a 3 year period would then need to be transferred to the State of Texas Comptroller's Office. The State would then hold the funds indefinitely to be claimed by the recipient we specify. There is no statute of limitations and the funds will indefinitely stay with the State until claimed. Currently for ESD 3 there are no outstanding expensed funds that meet that the 3 year mark. Canyon Lake Fire/EMS does have some that will need to be investigated by that board.

Building Committee:

Battalion Chief Rush stated that an additional leak was probable at Station 55 due to the water bill still showing increased use over Station 51. Commissioner Stahlman, Chief Brinkkoeter and he met with one of the vendors that submitted a proposal for repair work. Commissioner Stahlman authorized the work necessary to repair the possible leak. **Commissioner Stahlman moved to approve the invoice for the work completed to Station 55 in the amount of \$7,200.00. Commissioner Bowen seconded. All commissioners approved.**

Commissioner Stahlman and Shirley-Menzel informed the board of their walk through on a potential piece of property for the relocation of Station 52. The property is adjacent to the current Station 52 property which works with the need to keep it in the area it currently is however there are some concerns regarding a portion of the property possibly being considered Wetlands. The board discussed and stated for the committee to continue to investigate possible environmental problems.

RECESS @ 1230

RECONVENED @ 1250

The board asked Chief Brinkkoeter about the County utilizing Station 52 property for Recycling and the blocking of the Emergency Vehicle Driveway by citizens trying to drop off. He requested time to discuss with Tom Hornseth, Comal County Engineer, who oversees the County's Recycling Department. The board acknowledged his request.

Compensation Committee:

Commissioner Wagner stated that there was nothing new to report.

Community Outreach:

Mrs. Hemphill stated that the press release from Government Capital has not been completed due to the uncertainties regarding the timing of the construction of those stations. She also relayed that the 2019 Citizen's Fire Academy will be starting on February 5th.

Community Paramedicine Program:

Chief Kludt stated that the board for Canyon Lake Fire/EMS, Inc. has proposed an agreement for service provision of the program through their entity reimbursing ESD 3 for personnel use, equipment, medical supplies and ESD 2 for medical oversight. ESD 2 has considered and has expressed their intent to sign once the Form 1295's have been filed and the other two parties involved have considered and are in approval. The board acknowledged.

Interlocal Agreement:

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Commissioner Bowen and Mrs. Hemphill stated that the current 5 year agreement with ESD 2 ends on December 31st of this year. 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.

Strategic Planning Committee:

Commissioner Bowen informed the board that she and Mrs. Hemphill have completed the initial work on entering some of the year end financials into the Master Plan and working on some case studies based on requests made by Chief Brinkkoeter and Commissioner Wagner. She then summarized the results of the case studies and the board discussed.

OLD BUSINESS

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE FUTURE STANDBY REQUESTS AND RELATED POLICY REGARDING CHARGES FOR THESE REQUESTS:

Chief Brinkkoeter informed the board of the revisions made based on their request at last month's meeting. Commissioner Shirley-Menzel moved to adopt the proposed policy for Standby requests procedure and fee schedule. Commissioner Gill seconded and all commissioners approved.

NEW BUSINESS

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE PROPOSED PURCHASE ORDER FOR AN ENFORCER 107 ASCENDANT THROUGH SIDDONSMARTIN EMERGENCY GROUP TOTALING \$1,396,008.10 TO INCLUDE CONSIDERATION OF PRE-PAYMENT, FINANCING OR PAYMENT AT COMPLETION OF PRODUCTION:

Chief Brinkkoeter made available prior to the meeting the proposal that was consider at the recent apparatus meeting. He reviewed the proposal for the commissioners that are not on the apparatus committee.

Commissioner Stahlman left the meeting at 1342.

The apparatus Committee recommended the purchase of the truck, and that the prepayment be made in order to reduce the ultimate cost of the truck. Commissioners discussed and asked questions regarding the proposed apparatus and its capabilities. Commissioner Bowen moved to approve the purchase and pre-payment of the proposed Enforcer 107 Ascendant through Siddons-Martin Emergency Group totaling \$1,396,008.10. Commissioner Shirley-Menzel seconded. Commissioners Wagner, Bowen and Shirley-Menzel voted yes. Commissioner Gill abstained. Motion carried.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE PROPOSED 2019 COMAL COUNTY ESD No. 3 INVESTMENT POLICY AND APPOINT INVESTMENT OFFICERS:

The board reviewed the proposed 2019 Investment Policy. No changes were requested. Commissioner Wagner stated that Mrs. Hemphill and Commissioner Stahlman will be the proposed officers. Commissioner Gill moved to approve the Investment Policy as proposed and appoint Commissioner Stahlman and Mrs. Hemphill as the Investment officers for the district. Commissioner Bowen seconded and all commissioners approved.

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CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PURCHASE OF 6 SETS OF BUNKER GEAR FROM DOOLEY TACKABERRY IN THE AMOUNT OF \$15,035.18:

Chief Brinkkoeter discussed the proposed request for Bunker Gear for the new personnel asking for approval now in order to obtain last year's reduced pricing. **Commissioner Shirley-Menzel moved to approve the purchase of 6 sets of Bunker Gear from Dooley Tackaberry not to exceed \$15,035.18. Commissioner Bowen seconded and all commissioners approved.**

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON INTENT TO ORDER AN ELECTION TO INCREASE THE TAX CAP FROM .08 CENTS PER \$100 VALUATION FOR COMAL COUNTY ESD NO. 3 AND TO HIRE GCP ASSOCIATION SERVICES AS A CONSULTANT RELATED TO THE POSSIBLE ELECTION:

Commissioner Wagner explained the process for conducting an election. The board discussed the current Master Plan projections and when the possible need will be for a tax increase. This may be re-evaluated prior to the November election. The board did not take action on this item.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED ESD NO. 2 and ESD NO. 3 ANNUAL REPORT TO BE PRESENTED TO COMAL COUNTY COMMISSIONERS COURT:

Commissioner Wagner stated that Jim Whitcomb of ESD 2, Mrs. Hemphill, Chief Kludt and he were finalizing this report that informs our County Judge and Commissioners of our financial management and operational accomplishments of the preceding year. It is a requirement under Chapter 775.036 (a) 4 stating that on a written request from the commissioners court of a county in which the district is located received on or before December 31, give a written report not later than February 1 of the following year to the commissioners court regarding the district's budget, tax rate, and debt service for the preceding fiscal year. Commissioner Wagner stated that this has been scheduled for January 31st at 0830 at Commissioners Court and all commissioners are encouraged to attend if they are available.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON CANYON LAKE FIRE/EMS, INC. BUSINESS: REPORT ON THE ANNUAL CONTRIBUTIONS DRIVE.

Commissioner Shirley-Menzel relayed the current contributions drive totals which is not complete as contributions continue to arrive from last year's drive. The return envelope had an area where the contributor could indicate how their funds were to be utilized. The board acknowledged.

COMMISSIONERS COMMENTS:

Commissioner Shirley-Menzel stated that she and Mrs. Hemphill are in the process of determining what documents have reached the end of their retention schedule and will be disposed of appropriately.

Announcements:

Reminder of the State Association of Fire and Emergency Services Districts Annual Conference will be held February 7-9, 2019 at the Embassy Suites in Frisco Texas.

Next Meeting: To be determined and sent out over the next couple of weeks.

Adjournment: Meeting Adjourned at 2:53 PM.