

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

Minutes of Regular Meeting June 17th, 2021

CALL TO ORDER: Tom Crossan, Commissioner, declared a quorum and called the meeting to order at 4:00 pm. Other commissioners present were: Jim Whitcomb, Kenneth Schein, Francesca Hays and Archie Dishman. Also present was Fire Chief Darren Brinkkoeter, Assistant Fire Chief Robert Mikel, and Angela Hemphill, Chief Financial Officer. EMS Division Chief Christopher Clapper was not in attendance.

APPROVE/DISAPPROVE MINUTES OF PREVIOUS MEETING: The minutes of the regular meeting on May 20th had been emailed prior to the meeting. One change was requested. **The board accepted the proposed regular minutes as revised.**

CITIZEN'S COMMENT:

No Citizens were present at this meeting.

CHIEF'S REPORT: Fire Chief Darren Brinkkoeter summarized the report distributed. Chief Brinkkoeter informed the board of the current status of the Paramedic Program being hosted by the department. The district's personnel are doing very well in the program. The board acknowledged the report as given.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED CLINICAL AFFILIATION AGREEMENT BETWEEN COMAL COUNTY ESD 2, ESD 3 AND TEXAS LUTHERN UNIVERSITY:

Commissioner Hays stated that she is working with TLU on locating EMS Agencies that were willing to allow nursing students to participate in ride outs in an observational role only in order to gain a better understanding of what occurs in the pre-hospital emergency medical services setting. Ms. Hemphill has modified the proposed agreement where needed and has sent back over to Commissioner Hays to forward to TLU for review and comment. Discussion occurred over the ability to accommodate the nursing staff and students riders in the Paramedic Program being hosted by the department. President Crossan asked that Commissioner Whitcomb add this item to July's monthly meeting agenda for follow up since it currently is under review with TLU.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROJECTED EMS NEEDS FOR EQUIPMENT AND SUPPLIES NEXT YEAR:

Chief Brinkkoeter stated that the Chief Clapper, Chief Mikel and he are currently looking at the replacement plan for equipment and supplies for ESD 2. They are working on a possible change to this plan looking at replacement of equipment on a staggered basis for certain items due to the cost associated. The proposed change will be presented to the board for consideration at a future meeting.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON BUDGET FORMULATION FOR FY22 BUDGET BASED ON ESTIMATED FUTURE TAX REVENUE FROM THE APPRAISAL DISTRICT AND INPUT FROM THE CHIEFS ON EMS NEEDS:

Ms. Hemphill informed the board that the appraisal district has sent out the preliminary amounts related to ad valorem revenue and that the Chiefs and she are currently working the creation of the proposed FY22 budget for their consideration. Certified numbers will not be available until July 25th.

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

Archie Dishman discussed the Treasurer's Report with the board. **The board acknowledged the report given by Commissioner Dishman.**

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

ESD 3	July Allocation	\$284,009.81
Teleflex	EZ-10 Driver	\$308.50
Stryker	Quarterly Maintenance	\$5,751.60
Ranger Auto	Headlight x 2 Medic Unit	\$48.48
Ace Hardware	Knox Install / DEF	\$61.29

Anaconda Networks	Antenna – Medic Unit	\$264.00
Frazer	Bumper Endcap	\$221.20
Lake & River Landscape	Central Mowing	\$70.00
Checkeder Flag	Unit 4311 Alignment	\$139.00
EDTech	Install of Antenna	\$300.00
Tremco	AntiTheft System – New Medic	\$130.90
Triple Peak	Medic 0050, 2945, 4311 Repairs	\$1,059.89
Emergicon	Patient Billing Fee	\$1,516.21
Glasshopper Auto	Unit 4311 Windshield	\$359.00
ESD 3	Reimbursement for EMS Week	\$2,889.62
Moultrie Bookkeeping	June 2021	\$250.00

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

COMMUNITY OUTREACH UPDATE:

Commissioner Hays stated that there wasn't nothing new to report except that the committee would be meeting soon

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE PROPOSED FY20 FINANCIAL AUDIT REPORT PREPARED BY RICK REED & ASSOCIATES AND AUTHORIZE SUBMISSION TO COMAL COUNTY COMMISSIONERS COURT:

Commissioner Dishman stated that the firm is actively working on finalizing a report for review. He requested the board allow him interim authority to review and submit if the report is complete and accurate. **Commissioner Whitcomb moved to authorize Commissioner Dishman to review and approve the proposed report from Rick Reed & Associates, then submit to Commissioners Court on the district's behalf. Commissioner Hays seconded. All commissioners approved.**

COMMISSIONER COMMENTS:

Commissioner Crossan Asked about the number of personnel that have been vaccinated. Commissioner Whitcomb stated that the submission related to Eleanor Preston should be under review and acted on in August.

SECRETARY PRESENTATION OF COMMUNICATIONS RECEIVED:

Commissioner Whitcomb stated that no items were received.

IDENTIFY ITEMS FOR THE July MEETING:

TLU Affiliation Agreement

NEXT MEETING:

Regular monthly meeting - Thursday, July 15th at 4:00PM – Canyon Lake Fire/EMS Station 51 Or Tye Preston Library if Open

ADJOURN: Meeting adjourned at 4:52PM