

**COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3**  
**MINUTES of September 16<sup>th</sup>, 2020**  
**Regular Monthly Meeting**

Due to the state of emergency and/or local disaster caused by the COVID-19 pandemic, the Board of Comal County Emergency Services District No. 3 held this meeting through a virtual meeting because of the difficulty and risks of convening a quorum in one location. The meeting was available to the public through a link published in the public notices of the meeting.

The following commissioners were present through Zoom: **Holly Gill, Alan Stahlman, Susan Shirley-Menzel, Jane Bowen and Don Wagner.** Fire Chief Darren Brinkkoeter, Assistant Fire Chief Robert Mikel, Business Manager Angela Hemphill and Ryan Rosborough, representative of AGCM, Inc. were also in attendance. EMS Division Chief Brandon Kludt was absent for this meeting.

**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:** Ryan Rosborough, consultant with AGCM and resident was present but did not make any comments.

**Building Committee:**

President Wagner offered to move this agenda item to the beginning of the meeting in order to allow Mr. Rosborough the ability to leave if needed. Commissioner Stahlman informed the board of the delay in receiving the four fold doors for Station 56 however the district is still looking at a tentative completion date within the 1<sup>st</sup> week of October. Discussion over a ceremony for the opening occurred and dates were discussed. Mr. Rosborough shared with the board where each project/station stood with expenses incurred.

**Approval of Minutes:** Minutes of the regular monthly meeting held in August were emailed to the board for review prior to the meeting. There were requested changes/corrections made. The board accepted the revised minutes as presented.

**Treasurers/Business Manager's Report:** Angela Hemphill presented to the Board the report containing 2020 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 16<sup>th</sup> compared to previous years. **The board acknowledged the report given.**

**Presentation of C.L. FIRE/EMS Status Report**

Fire Chief Darren Brinkkoeter presented the Chief's Report to the board. He relayed that all information necessary to complete the additional ISO evaluation have been compiled and our consultant Mike Pietsch is completing the submission to ISO for consideration. Chief Brinkkoeter stated that the City of New Braunfels has approved the city transferring the Generators that were discussed at the last monthly meeting to the district. The board acknowledged.

**Committee Reports**

**Apparatus Committee:**

Commissioner Bowen stated that there was nothing new to report and requested Chief Brinkkoeter schedule a committee meeting prior to the district holding their next strategic

**COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3**  
**MINUTES of September 16<sup>th</sup>, 2020**  
**Regular Monthly Meeting**

planning session. Chief Mikel informed the board of the change in response for Truck 51 now that all shifts have completed the additional driving time.

**Audit Committee:**

Commissioner Wagner stated that there was nothing to report.

**Budget / Finance Committee:**

Mrs. Hemphill stated that there was nothing new to report.

**Community Outreach:**

Commissioner Shirley-Menzel informed the board that Lt. Vayo has prepared for October's Fire Prevention Month public relation events scheduled for the schools. She informed the board that she along with Mrs. Hemphill and Chief Brinkkoeter will be meeting with a videographer that lives in the RiverChase community that has offered to assist with the creation of a virtual tour of the stations.

**Community Paramedicine Program:**

Commissioner Shirley-Menzel stated that CHP Alexander has started home visits again following COVID19 precautions and is working on a grant application through the McKenna Foundation.

**Compensation Committee:**

Commissioner Wagner stated that there was nothing new to report.

**Strategic Planning Committee:**

Commissioner Gill and Bowen will be setting up meeting to discuss process.

**OLD BUSINESS**

There was no old business to discuss.

**NEW BUSINESS**

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION PROPOSED PURCHASE ORDER FOR EXERCISE EQUIPMENT FOR STATIONS 54 AND 56 TOTALING \$9,771.51 FOR EACH STATION FOR A COMBINED TOTAL OF \$19,543.02 THROUGH ROGUE FITNESS (BUDGETED):**

Chief Brinkkoeter stated that this request is for exercise equipment to outfit each of the new stations and that it is part of the FF&E budget allocated for the stations. **Commissioner Shirley-Menzel moved to approve the proposed purchase order for exercise equipment for Station 54 and 56 totaling \$9,771.51 each or \$19,543.02 total through Rogue Fitness. Commissioner Gill seconded and all commissioners approved.**

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE PROPOSED PURCHASE ORDER FOR SWIFTWATER RESCUE GEAR/EQUIPMENT TOTALING \$9,398.96 THROUGH RESCUE GEAR (BUDGETED):** Chief Brinkkoeter presented the board with a proposed purchase order containing the items needed to outfit the remainder of the personnel along with miscellaneous supplies needed for the Swiftwater/Rescue Swimmer division. **Commissioner Stahlman moved to approve the proposed purchase order for Swiftwater Rescue Gear/Equipment totaling \$9,398.96 through Rescue Gear. Commissioner Gill seconded. All commissioners approved.**

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3  
MINUTES of September 16<sup>th</sup>, 2020  
Regular Monthly Meeting

**COMMISSIONER COMMENTS:**

No comments were made

**Announcements:**

Station 56 Grand Opening Ceremony – October 15<sup>th</sup> @ 1:30PM

**Next Meeting:** October 14<sup>th</sup>, 2020 at 5:30PM @ Station 56

**Adjournment:** Meeting Adjourned at 7:11 PM.