

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of July 21st, 2021

Regular Monthly Meeting

The following commissioners were present: **Susan Shirley-Menzel, Alan Stahlman, Holly Gill, Jane Bowen, and Don Wagner**. Fire Chief Darren Brinkkoeter, Assistant Fire Chief Robert Mikel, EMS Division Chief Christopher Clapper, Battalion Chief Jason Rush and Angela Hemphill - Chief Financial Officer were also in attendance.

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: No citizens were present at this meeting.

Approval of Minutes: Minutes of the regular monthly meeting held in June were emailed to the board for review prior to the meeting. There were requested changes/corrections made and a revised set of minutes were sent to the board for consideration. The board acknowledged the June revised minutes as presented.

Treasurers/Chief Financial Officer's Report: Angela Hemphill presented to the Board the report containing 2021 Budget versus Actual as of month end June. She also presented the analysis reports relaying current year to date property tax and sales tax revenue received as of July 20th compared to previous years. **The board acknowledged the report given.**

Ms. Hemphill informed the board of the increased payroll amounts being processed through Security State Bank due to an increase in Mandatory Overtime and training wages associated with the Paramedic Program. She requested the ODFI agreement be revised to increase the authorized daily ACH amount from \$125,000 to \$140,000. The proposed agreement was emailed to the board for review prior to the meeting. Ms. Hemphill stated the only change in the proposed agreement compared to the prior version was to the authorized amounts. **Commissioner Gill moved to approve the proposed ODFI agreement between Comal County ESD No. 3 and Security State Bank and Trust. Commissioner Bowen seconded and all commissioners approved.**

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

Fire Chief Darren Brinkkoeter summarized the department's report of response times and number of calls responded to overall and by district/station as well as by apparatus. The board and Chiefs discussed the information given. Chief Mikel commented that there are an increased number of incidents where we need more resources than we currently have available.

Committee Reports

Apparatus Committee:

Chief Brinkkoeter informed the board that he was notified by Siddons Martin Emergency Group that there will be an increase in metal cost on all future purchases as of August 1st. He has presented to the apparatus committee a proposed revised apparatus plan that includes an Engine purchase in 2022. He presented specifications for a proposed Engine totaling \$689,078.06 for board consideration due to this increased metal cost in order to save approximately \$11,000.

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of July 21st, 2021

Regular Monthly Meeting

The board discussed however declined the proposed purchase at this time since it was not budgeted for this fiscal year.

Audit Committee:

Commissioner Wagner stated there was nothing to report.

Budget / Finance Committee:

Ms. Hemphill discussed the proposed additions to the budget line items allowing for separation and accounting of the Paramedic Program. The board acknowledged.

Building Committee:

Commissioner Stahlman requested a survey be completed on the Dove Street lots once the purchase has been finalized. Ms. Hemphill stated that Joe Lyons, realtor, is preparing the agreement for purchase. Chief Brinkkoeter informed the board that GVT Construction should be starting repairs on Station 51 from the damage caused during the freeze in February.

Community Outreach:

Commissioner Shirley-Menzel stated there was nothing new to report. Discussion occurred regarding holding Open Houses for Stations 54 / 56 in October. The board directed Chief and staff to propose dates/times for these events to occur should the pandemic allow.

Community Paramedicine Program:

Chief Chris Clapper summarized the report submitted by Juanita Alexander, CHPP Paramedic. Commissioner Bowen stated that the Canyon Lake Fire/EMS, Inc. board of directors met to discuss the status of the Community Health Paramedic Program (CHPP). It was decided by this board that the program has had to change significantly due to COVID19 along with capturing revenue sources that could make the program self-sufficient are not foreseeable. Commissioners Bowen and Stahlman both relayed that the program would stop providing services as of October 1st due to these changes and findings. The board acknowledged.

Compensation Committee:

Commissioner Wagner relayed that there was nothing new to report.

Strategic Planning Committee:

Commissioner Bowen stated that the board has held two of the three workshops with the next one scheduled for August 2nd.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED ADDITIONAL ADMINISTRATIVE POSITION – TRAINING COORDINATOR:

Chief Mikel stated that the department is in need of additional administrative personnel specifically related to training. This position was included in the department's strategic plan and

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of July 21st, 2021

Regular Monthly Meeting

will be proposed in the FY2022 annual budget for ESD 3. Discussion over the proposed job description occurred. Chief Brinkkoeter requested the board authorize the creation of this position effective October 1, 2021. Ms. Hemphill stated that payroll would allow for this position for the last quarter since the department did not fill the Quartermaster position until the end of the 1st quarter but it was budgeted for a full year. **Commissioner Stahlman moved to approve the proposed additional position – Training Coordinator with an effective date of October 1st, 2021. Commissioner Shirley-Menzel seconded. Commissioners Bowen, Shirley-Menzel, Stahlman and Wagner approved. Commissioner Gill abstained. Motion carried.**

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

Chief Brinkkoeter distributed copies of the proposed service area that is currently being proposed by Chief Zipp and ESD No. 6 board members. Once that is finalized, Ken Campbell will prepare the Agreement for the boards to consider execution.

COMMISSIONER COMMENTS:

No comments were made.

Announcements:

No announcement were made.

Next Meeting: August 2nd @ 5:30PM – Strategic Planning Workshop
August 11th @ 5:30PM – Budget Workshop
August 18th @ 5:30PM – Regular Monthly meeting

Adjournment: Meeting Adjourned at 7:46PM