

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

Minutes of Regular Meeting March 19th, 2020

CALL TO ORDER: Tom Crossan, Commissioner, declared a quorum and called the meeting to order at 6:30 pm at Canyon Lake Fire/EMS Station 51, 1074 Scissortail, Canyon Lake, Texas. Other commissioners present were: Jim Whitcomb, Francesca Hays, Kenneth Schein and Archie Dishman. Also present was EMS Division Chief Brandon Kludt, Fire Chief Darren Brinkkoeter, Assistant Fire Chief Robert Mikel and Business Manager Angela Hemphill.

APPROVE/DISAPPROVE MINUTES OF PREVIOUS MEETING: The minutes of the regular meeting on February 27th had been emailed prior to the meeting. One correction was requested. **The board accepted the proposed minutes as revised.**

CITIZEN'S COMMENT:

There were no citizens present.

CHIEF'S REPORT: EMS Division Chief Kludt informed the board that there were 215 EMS calls for service for the month of February. The average response time was 7:27. The board and Chief Kludt discussed the remainder of the report. The board acknowledged the report as given. Chief Kludt updated the board on the current state of our region related to the Coronavirus (COVID19). Discussion over how the district is currently responding to possible calls related to COVID19 and how we are protecting our personnel from possible exposure occurred.

REVIEW, DISCUSS AND TAKE APPROPRIATE ACTION ON PURCHASE OF FIVE (5) GETAC V110 G5 TOUCHSCREEN 2 IN 1 NOTEBOOKS WITH 5 YEAR WARRANTY TOTALING \$16,245.00:

Chief Kludt stated that this purchase was included in the 2020 budget as planned. These would be replacing the existing original models that were purchased 6 six years ago. **Commissioner Whitcomb moved to purchase the proposed five (5) GETAC V110 G5 notebooks through Group Mobile totaling \$16,245.00. Commissioner Dishman seconded and all commissioners approved.**

DISCUSSION RELATED TO THE CURRENT COVID19 SITUATION LOCALLY, REGIONALLY, AND NATIONALLY AND THE POTENTIAL EFFECTS TO THE DISTRICT RELATED TO REVENUES AND EXPENSES:

Chief Kludt, Mikel and Brinkkoeter explained some of the measures, procedures put into place for protection of personnel limiting exposure and residents of the district attempting to aid in stopping the spread of the virus. The board discussed information available through the website for the residents. The Chiefs explained the status of PPE and how the department has prepared for the decreased availability.

CONSIDER AND DISCUSS CURRENT AND FUTURE STAFFING NEEDS DUE TO INCREASE IN CALL VOLUME OF EMERGENCY MEDICAL SERVICES:

Commissioner Whitcomb stated that currently we are staffed with additional personnel in order to staff the future stations that are currently under construction. He feels that once those personnel are placed at the two additional stations, there will be a need for additional staffing at that time. The board agreed and stated that there needs to be further discussions with ESD 3 on this subject.

CONSIDER AND DISCUSS POSSIBLE INTERLOCAL AGREEMENTS BETWEEN NEIGHBORING ESD's TO PROVIDE EMERGENCY MEDICAL SERVICES:

Commissioner Whitcomb relayed that he along with Chief Brinkkoeter and Commissioner Don Wagner of ESD 3 met with Commissioners from ESD 6 (Bracken VFD) and their Fire Chief regarding the opening of Station 56 and possible service to area within the ESD 6 jurisdiction. They asked for other options for proposed and Chief Brinkkoeter will be working with his staff to determine costs and feasibility of other possibilities. Commissioners and Chiefs will come together again to discuss prior to budget creation for FY 2021.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED SERVICE AGREEMENT BETWEEN COMAL COUNTY ESD No. 2, COMAL COUNTY ESD No. 3 AND KONA COAST VENTURES (WWA):

Chief Brinkkoeter stated that due to the COVID19 situation as well as the Form 1295's not being filed by the business entity, he requested that we table this item until the April meeting.

COMMISSIONER COMMENTS:

Commissioner Whitcomb stated that when we get closer to the grand openings of the stations that the department needs to attend HOA and POA meetings to give information regarding its capabilities. Commissioner Crossan relayed his appreciation of the Annual Pinning and Awards Ceremony; very nicely done.

CONSIDER AND DISCUSS CHANGES TO TRUTH AND TAXATION PROCESS BECAUSE OF SENATE BILL 2:

Mrs. Hemphill stated that time frame in which this year's process will take place and the changes between the old way of the process versus how the district will have to complete the new process due to Senate Bill 2. The board acknowledged.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED RESOLUTION REGARDING SIGNATORIES FOR THE ESD 2 SAFE DEPOSIT BOX AT PROSPERITY BANK:

Commissioner Schein explained what the bank has requested from the board. **Commissioner Whitcomb moved to authorize Mrs. Hemphill to draft a letter on letterhead naming the current signatories for ESD No. 2 and issue to Prosperity Bank. Commissioner Hays seconded and all commissioners approved.**

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 2/29/20, Statement of financial position for 2/29/20, Statement of Financial Income and Expense for February and YTD and ESD#2 Ad Valorem Tax Receipts comparison 2005 thru 2020. **The board acknowledged the report given by Commissioner Dishman.**

Commissioner Dishman stated that there were 12 claims to be approved for payment:

ESD#3	(date check 4/1/20) April p/r	\$268,949.74
Lake & River Landscape	mow 3/9	\$50.00
Dr. John Flannigan	1st. qtr Medical Director	\$3,125.00
James Whitcomb	Toll charges meeting	\$4.50
Comal County Tax Assessor	units 2772, 7042, 6678 registration	\$22.50
Frazer	Placards x 4	\$514.01
Stericycle	Medication Disposal	\$69.00
Take 5 Oil	Unit 8234 Inspection	\$7.00
Triple Peak Auto	unit 2772 brakes (\$253.28)	\$729.28
	Unit 2772 body throttle issue (\$476.00)	
Valmark Chevrolet	unit 2772 elect. Module repl.	\$783.66
Kenneth Schein	Safe D reimb.	\$358.45
ESD#3	Safe D Registration x 5 commissioners	\$1,555.00

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

SECRETARY PRESENTATION OF COMMUNICATIONS RECEIVED:

Commissioner Hays stated that no items were received.

IDENTIFY ITEMS FOR THE APRIL MEETING:

Kona Coast Agreement

NEXT MEETING: Thursday, April 16th at 6:30PM – Canyon Lake Fire/EMS Station 51

ADJOURN: Meeting adjourned at 7:36 PM