

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of July 12th, 2019

Regular Monthly Meeting

The meeting was held at Canyon Lake Fire/EMS Station No. 51, 1074 Scissortail, Canyon Lake, Texas. The following commissioners were present: **Susan Shirley-Menzel, Holly Gill and Don Wagner**. Fire Chief Darren Brinkkoeter, EMS Division Chief Brandon Kludt and District Business Manager Angela Hemphill were also in attendance. Commissioners Bowen and Stahlman were absent.

Call to Order and Confirmation of a Quorum: Commissioner Wagner called the meeting to order at 09:00 a.m., declared that **a quorum was present and confirmed with Mrs. 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.

Approval of Minutes: The minutes of the regular monthly meeting held in May and June were previously made available to each commissioner. All changes/corrections that were requested have been reflected. One additional change was requested to the May minutes and Mrs. Hemphill acknowledged. The board accepted the minutes for May with the additional change and June as presented.

Treasurers/Business Manager's Report: Angela Hemphill presented to the Board the budget versus actual report ending June 30th. She also presented the analysis reports relaying current year to date property tax and sales tax revenue received as of July 12th compared to previous years. **The board acknowledged the report given.**

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

Chief Kludt gave the monthly Operational Report. Chief Brinkkoeter relayed to the board the summary of the 4th of July holiday weekends and day itself regarding calls. He then relayed the status of the ISO re-evaluation; that currently the district has improved its rating to a Class 2 from a 4 for all buildings falling within 5 road miles of a responding station. ISO has submitted their recommendation to the State and we are just waiting for it to be processed. Should have a letter soon from the State that it is official at which time we can inform the citizens. Chief Brinkkoeter then spoke about the status of the three remaining personnel still working on obtaining their Paramedic Certifications through the state. He has arranged for them to meet with an instructor that has helped develop test questions for National Registry at no cost, in order to see if it's a testing issue or a lack of knowledge issue.

Chief Brinkkoeter stated that there is one personnel currently on a leave of absence until September and due to this leave of absence with his salary not being utilized in the budget, he is requesting authorization to hire one part time Instructor to perform some hands on training for the remainder of the year. This person has the certifications to fulfill the position and would be considered temporary only utilizing the payroll funds available that have not been used due to the leave of absence. Discussion occurred between Chief and the board. **Commissioner Shirley-Menzel moved to approve the temporary part time training position. Commissioner Gill seconded and all commissioners approved.**

Chief Brinkkoeter stated that Squad 51 was delivered and has since been placed into service as well as ESD 2's new ambulance. The ambulance being an addition to the fleet will not be placed into service until the Department of State Health Services schedules an inspection.

Committee Reports

Apparatus Committee:

Chief Brinkkoeter stated that there was nothing new to report.

Audit Committee:

Commissioner Wagner stated that there was nothing new to report.

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Budget & Finance:

Mrs. Hemphill relayed that the Truth In Taxation process for 2019 will be starting soon and that most likely the district will need to consider conducting public hearings. She will start compiling tentative dates and send out to the board for availability.

Building Committee:

Commissioner Shirley-Menzel stated that the building committee met with Ray and Leslie of Brown Reynolds and Watford Architects to discuss the projects as they currently stand. It was decided by Ray Holliday (BRW) to remove Lisa Andel (BRW) as project coordinator and that he with Leslie's assistance would oversee the projects going forward until their completion. The board discussed a suggested change to the specifications for the projects that Seidel Construction proposed related to Aluminum versus Copper and it was determined to decline the change due to the minimal impact it would make to the cost overall. Mrs. Hemphill explained the status of where the building committee currently stood with negotiations stating that they are ongoing with the next meeting to occur with Seidel on July 19th. Commissioner Wagner stated that the PIA request made in late May, early June has been denied on the advice of ESD 3 legal counsel due to not receiving any response once we supplied the cost estimate to the requestor.

Chief Brinkkoeter stated that he has had conversations with Chief Zipp with Bracken Volunteer Fire Department related to Station 56 (Vintage Oaks) staffing however since we have no definitive date for the station, it's hard to get a commitment from him on whether their board of commissioners would consider an Interlocal Agreement to provide service to a portion of their jurisdiction.

Mrs. Hemphill stated that there are no new developments regarding land acquisition in the Station 52 and Station 53 districts.

Community Outreach:

Commissioner Shirley-Menzel stated that she and Commissioner Hayes of ESD 2 have met and had a good conversation regarding events that could occur and plan on meeting with Donna Dishman and Vikki Nelson along with Lt. Michael Vayo to discuss these events as well as the status of the Citizen's Fire Academy Alumni group.

Community Paramedicine Program:

Chief Kludt relayed that Ms. Billeiter, the Community Paramedic, has been working hard over the last month performing CPR classes in the community, a Stop the Bleed class conducted at the library. In addition, she also has been working on Grant submissions for equipment through the McKenna Foundation.

Compensation Committee:

Commissioner Wagner stated that there was nothing new to report.

Interlocal Agreement:

Commissioner Gill stated that the committee met with Commissioners Dishman and Whitcomb of ESD 2 starting discussions over the renewal of the Interlocal Agreement that ends on December 31, 2019. She stated that Mrs. Hemphill, Commissioner Bowen and she will be meeting on July 23rd to continue to look at the cost analysis, then the two committees for each district will meet to discuss those numbers on August 1st.

OLD BUSINESS

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED AIA DOCUMENT A101-2017 STANDARD AGREEMENT FOR THE CONSTRUCTION OF STATIONS 54 AND 56 BETWEEN COMAL COUNTY ESD NO. 3 AND SEIDEL CONSTRUCTION, INC.:

Commissioner Shirley-Menzel asked the board to table this item as the district is still under negotiations with the General Contractor. Item tabled until the next meeting.

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CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED AGREEMENT FOR CONSTRUCTION MANAGEMENT OVERSITE BETWEEN COMAL COUNTY ESD No. 3 AND AGCM, INC. – RYAN ROSBOROUGH:

Mrs. Hemphill stated that the building committee reviewed the proposed agreement as well as spoke to Mr. Rosborough about expectations for the construction management side of the project to which he agreed. She then relayed that AGCM has filed the Form 1295 through the Texas Ethics Commission and that the board can engage if they choose to. **Commissioner Shirley-Menzel moved to approve the agreement between Comal County ESD No. 3 and AGCM, Inc. for Construction Management oversight for the construction of Station 54 and 56. Commissioner Gill seconded. All commissioners approved.**

NEW BUSINESS

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR RENEWAL OF ESO SOFTWARE TOTALING \$11,785.71:

Chief Brinkkoeter explained that this is for the EMS and Fire reporting software. **Commissioner Gill moved to approve the purchase order for renewal of ESO Software totaling \$11,785.71. Commissioner Shirley-Menzel seconded and all commissioners approved.**

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE SALE OF THE 2008 ZUMRO BOAT AND TRAILER AS WELL AS A 2016 HONDA 30 CC MOTOR FROM THE EXISTING 2016 ZODIAC POWER RAFT:

Chief Brinkkoeter stated the board authorized purchase of the 2019 Zodiac Power Raft at their last board meeting and that this unit will be delivered soon. He would like authorization to start the process of selling the old 2008 Zumro with trailer and the other motor from the 2016 Zodiac now instead of waiting until the next month meeting. Discussion took place clarifying the surplus equipment. **Commissioner Gill moved that the board declare the 2008 Zumro with trailer and 2016 Honda 30cc Motor surplus equipment and authorize Chief Brinkkoeter to sell. Commissioner Shirley-Menzel seconded and all commissioners approved.**

COMMENTS:

No comments were made.

Announcements:

No announcements were made.

Next Meeting: August 14th @ 5:30PM at Canyon Lake Fire/EMS Station 51 – Training Room.
Budget Workshop scheduled for August 9th @ 1030 AM at Canyon Lake Fire/EMS Station 51.

Adjournment: Meeting Adjourned at 11:06 AM.