

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3
MINUTES of August 19th, 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: **Holly Gill, Alan Stahlman, Susan Shirley-Menzel, Jane Bowen and Don Wagner.** Fire Chief Darren Brinkkoeter, EMS Division Chief Brandon Kludt, Assistant Fire Chief Robert Mikel and Business Manager Angela Hemphill 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.

PUBLIC HEARING (Tax Rate): There were no citizens present.

Citizen's Comments: Only Station 51 personnel were present at this meeting but no comments were made.

Approval of Minutes: Minutes of the regular monthly meeting held in July as well as special meeting/budget workshop minutes were emailed to the board for review prior to the meeting. There were requested changes/corrections made. The board accepted both sets of minutes as revised.

Treasurers/Business Manager's Report: Angela Hemphill presented to the Board the report containing 2020 Budget versus Actual as of month end July. She also presented the analysis reports relaying current year to date property tax and sales tax revenue received as of August 19th compared to previous years. **The board acknowledged the report given.**

Presentation of C.L. FIRE/EMS Status Report

EMS Division Chief Brandon Kludt presented the Chief's Report along with an update on the current state of our region related to the Coronavirus (COVID19). Chief Brinkkoeter informed the board that all surplus items that were listed with Rene Bates for Auction have sold except the office chairs and requested the board now consider them as salvage so the district can dispose of them. **Commissioner Shirley-Menzel moved that the district declare the eleven office chairs as salvage and authorize Chief Brinkkoeter to dispose of them. Commissioner Gill seconded and all commissioners approved.** Chief Brinkkoeter informed the board that the City of New Braunfels has placed on their next City Council meeting's agenda the transfer of assets, two Generators that are being declared as salvage and disposed of during demolition of two old buildings that are being torn down, to Comal County ESD No. 3. He stated that he would like to install these into Station 52 and 53, the two sub-stations that currently do not have any back up power in the event of a long term outage. Discussion occurred over costs of installation and whether it would occur this budget year or next. Chief Brinkkoeter stated that he is still gathering costs but feels it would fall into this budget year.

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3
MINUTES of August 19th, 2020
Regular Monthly Meeting

Committee Reports

Apparatus Committee:

Commissioner Bowen stated that there was nothing new to report and asked that Chief Brinkkoeter schedule a committee meeting in order to discuss the current replacement plan and any possible modifications that need to occur so that it can be presented as part of the strategic planning session that will be scheduled soon.

Audit Committee:

Commissioner Wagner stated that there was nothing to report.

Budget / Finance Committee:

Mrs. Hemphill stated that the committee met one last time prior to today's meeting to finalize the proposed FY 2021 budget in which she summarized the changes that were made.

Building Committee:

Commissioner Stahlman summarized what the construction status was for Stations 54 and 56. He stated that it was brought to their attention at the last site meeting that there was a discrepancy made during Seidel's and a subcontractor's bidding submissions that accounts for a little over \$14,000 for the installation of a DCDA water line. The building committee is looking at the details of this discrepancy and will report back to the board once there is additional information. Commissioner Stahlman also informed the board that the four fold doors will not be shipped until September 29th and have a tentative delivery date of October 8th for both stations. Discussion occurred of when the substantial completion could be for Station 56 since now it would potentially be pushed back due to this delay.

Community Outreach:

Commissioner Shirley-Menzel stated that there is nothing new to report.

Community Paramedicine Program:

Chief Kludt informed the board that the Canyon Lake Fire/EMS, Inc. board of directors met to discuss a proposed modification to the current agreement, specifically the fee schedule, for the Community Health Paramedic Program. Due to the pandemic, Ms. Alexander, the Community Health Paramedic was removed from her duties in the program for a period of time in order to assist in Operations of the department. It was discussed to take this into consideration when calculating the payments to be made or credited since she was not functioning under the CHPP as well as now that the board of directors has more data related to costs associated with the program, it was proposed to modify the fee schedule to be in line with actual costs. **Commissioner Bowen moved to approve the proposed modifications to the agreement as presented. Commissioner Shirley-Menzel seconded and all commissioners agreed.**

Compensation Committee:

Commissioner Wagner stated that board received the proposed revisions through a presentation sent out prior to the meeting. Discussion occurred over the proposed staffing changes to Administration in 2021 as well as the revised plan and its impact to the Master Plan going forward. Mrs. Hemphill reiterated that administration is requesting that this pay structure revision be approved and implemented as of September 1st, 2020. The board acknowledged.

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of August 19th, 2020

Regular Monthly Meeting

Commissioner Gill moved to approve the proposed pay structure revision and authorize its implementation as of September 1st, 2020. Commissioner Shirley-Menzel seconded. All commissioners approved.

Strategic Planning Committee:

Commissioner Gill and Bowen indicated that a planning session needed to take place however some front end work by committees as well as Chief Brinkkoeter and Mrs. Hemphill needed to occur.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE PROPOSED AMENDMENT TO THE BOUND TREE MEDICAL OPERATIVE IQ AGREEMENT ADDING TWO ADDITIONAL LICENSES FOR STATIONS 54 & 56:

Chief Kludt explained this agreement and the software that is associated with it. Discussion occurred between the board and Chief Kludt related to the requirements stipulated within the agreement. Commissioner Shirley-Menzel moved to approve the amendment as presented and authorize execution of the revised agreement contingent on filing of the Form 1295 by Boundtree Medical. Commissioner Bowen seconded and all commissioners approved.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE PROPOSED PURCHASE ORDER FOR TWO (2) UNIMAC 45 LB EXTRACTORS FOR STATIONS 54 & 56 TOTALING \$22,526.00:

Chief Brinkkoeter stated that this was part of the budgeted FF&E for the two stations and he is bringing before the board since the cost exceeds the amount within his authority. Commissioner Shirley-Menzel moved to approve the proposed purchase order for two (2) UNIMAC 45lb Extractors for Stations 54 & 56 totaling \$22,526.00. Commissioner Gill seconded. All commissioner approved.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED ISO CONSULTING SERVICES BY MIKE PIETSCH, PE CONSULTING SERVICES TOTALING \$25,000:

Chief Brinkkoeter stated that this is a FY20 budgeted item however due to the work that it involved as well as Mr. Pietsch not having to come on site and can complete remotely, the cost was reduced from \$36,000 to \$25,000. This additional work should secure the current ISO rating of a 2 we have earned as well as update our districts information to show the two additional stations and the aerial apparatus. Discussion occurred between Chief Brinkkoeter and the board. Commissioner Shirley-Menzel moved to approve the proposal for services as presented. Commissioner Stahlman seconded and all commissioners approved.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR EIGHT (8) DELL AIO COMPUTERS FOR STATIONS 54 & 56 THROUGH DELL MARKETING TOTALING \$7,511.04:

Chief Brinkkoeter presented the proposal by Dell Marketing and then discussion occurred over purchasing versus an option to lease. Commissioner Stahlman moved to approve the proposed purchase order for eight (8) DELL AIO Computers through Dell Marketing contingent on Mrs.

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of August 19th, 2020

Regular Monthly Meeting

Hemphill determining whether the lease option or purchase option is in the best interest of the district. Commissioner Bowen seconded and all commissioners approved.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION/APPROVAL OF THE PROPOSED FY2021 ANNUAL M&O BUDGET AND I&S (DEBT) BUDGET:

Mrs. Hemphill presented the board a total proposed Maintenance and Operations budget expense not to exceed \$8,408,243.92 and total Interest & Sinking (Debt) budget expense not to exceed \$758,414.76 for FY 2021. **Commissioner Gill moved to approve the proposed total expenses presented for FY 2021. Commissioner Stahlman seconded and all commissioners approved.** The board thanked Chief and his staff for all their work on the creation of the proposed budget.

TAKE RECORD VOTE ON THE DISTRICT'S 2020 MAINTENANCE AND OPERATIONS TAX RATE AND INTEREST AND SINKING (DEBT) TAX RATE, ADOPT AN ORDER LEVYING TAXES AND AUTHORIZE FILING THE ORDER WITH THE COMAL COUNTY TAX ASSESSOR/COLLECTOR:

Mrs. Hemphill presented the proposed tax rates to the board for consideration. **President Wagner took record vote on adopting a \$.0623/\$100 Valuation for the Maintenance and Operations Tax Rate and a \$.0154 /\$100 Valuation for the Interest & Sinking Tax Rate for 2020. No discussion occurred. Commissioners Wagner, Bowen, Shirley-Menzel, Stahlman and Gill all voted in favor and authorized filing of the order to levy taxes with the Tax Assessor/Collector. Motion carries.**

COMMISSIONER COMMENTS:

Discussion occurred regarding whether to continue meetings virtually or in person. The board agreed to continue virtually until the number of confirmed cases in Comal County reduce. Commissioner Shirley-Menzel stated that she has seen the personnel practicing driving Truck 51 through her neighborhood.

Announcements:

No announcements were made.

Next Meeting: September 16th, 2020 at 5:30PM

Adjournment: Meeting Adjourned at 7:52 PM.