

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

Minutes of Regular Meeting March 21st, 2019

CALL TO ORDER: Jim Whitcomb, 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: Tom Crossan, Kenneth Schein and Archie Dishman. Also present was EMS Division Chief Brandon Kludt, Fire Chief Darren Brinkkoeter and Business Manager Angela Hemphill.

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 2/28/19, Statement of financial position for 2/28/19, Statement of Financial Income and Expense for February and YTD and ESD#2 Ad Valorem Tax Receipts comparison 2005 thru 2019. **The board acknowledged the report given by Commissioner Dishman.**

Commissioner Dishman stated that there were 9 claims to be approved for payment:

ESD#3	(date check 4/1/19) April p/r	\$219,362.88
Dr. John Flanagan	1 st Quarter MD Fee	\$3,125.00
Lake & River Landscaping	Central Mow 3/15	\$50.00
Physio Control	Lifepak 15's / AED 1000	\$130,469.70
ESD 3	Reimb. State Registration 4311	\$8.00
Hoffpauir Outdoor	Unit 0050 Repair	\$361.03
Comal Appraisal District	2 nd Qtr Fee FY 19	\$7,810.95
Stericycle	Medication Waste Fee	\$138.00
Take 5 Oil	Inspection Fee Unit 8234	\$7.00

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

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE ESD 2 INVESTMENT POLICY:

Commissioner Dishman asked if there were any changes/corrections needed to the proposed investment policy. All commissioners agreed that it was fine as proposed. **Commissioner Dishman moved to adopt the Investment Policy as proposed. Commissioner Crossan seconded. All commissioners approved.**

APPROVE/DISAPPROVE MINUTES OF PREVIOUS MEETING: The minutes of the regular meeting on February 21st had been emailed prior to the meeting. No changes/corrections were requested. **The board accepted the proposed minutes as submitted.**

CITIZEN'S COMMENT:

There were no citizens present.

REPORT ON COMMUNITY PARAMEDICINE PROGRAM REGARDING STATUS OF CURRENT AND FUTURE EVENTS:

Chief Kludt stated that the application period is now closed and the district will interview 3 eligible candidates on February 26th. All candidates are external. He also stated that a bill has been filed for language change to Chapter 775 which will allow Emergency Services Districts to provide non-emergent services such as Community Paramedicine.

CHIEF'S REPORT: EMS Division Chief Kludt informed the board that there were 184 EMS calls for service for the month of February. The average response time was 7:26. The board and Chief Kludt discussed the remainder of the report. The board acknowledged the report as given.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE PROPOSED REGIONAL WHOLE BLOOD PROGRAM MEMORANDUM OF UNDERSTANDING BETWEEN COMAL COUNTY ESD 2 AND SOUTH TEXAS REGIONAL ADVISORY COUNCIL:

The board received the agreement prior to meeting for review. Discussion took place related to the probable impact for our community. Chief Kludt showed a short video of Dr. Donald Jenkins explaining the benefits of early administration of whole blood. **Commissioner Crossan moved to approve the memorandum of understanding between STRAC and Comal County ESD 2 for participation in the regional whole blood program. Commissioner Schein seconded. All commissioners approved.**

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE PROPOSED BLOOD SERVICES AGREEMENT BETWEEN COMAL COUNTY ESD 2 AND SOUTH TEXAS BLOOD AND TISSUE CENTER:

Chief Kludt explained the agreement and stated that John Carlton, ESD 2 attorney, is currently reviewing it for any changes that are needed. The board discussed this item the following two agenda items since they are related. **Commissioner Crossan moved to approve the South Texas Blood and Tissue agreement and proposed purchase order for the QFLOW Warrior Blood Warmer totaling \$5,407.36 contingent on attorney approval and filing of the form 1295 through the Texas Ethics Commission. Commissioner Whitcomb seconded and all commissioners approved.**

CONSIDER, DISCUSS AND RECEIVE UPDATE ON BUILDING PROCESS FOR STATIONS 54 and 56:

Chief Brinkkoeter stated that the architects are still waiting on Civil and MEP for finalization of their portions of the plans. There are discussions related to the sprinkler system needs that are causing the cost of the well to be drastically higher than estimated and not guaranteed to even be met. Those requirements are currently under review for accuracy.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON SELECTING ESD 2 COMMISSIONER TO WORK ON EMS WEEK SCHEDULED FOR MAY 2019:

Commissioner Schein agreed to assist Mrs. Shawna Bantis with the selection and planning of EMS Week 2019.

Executive Session:

Commissioner Whitcomb stated that board would enter into executive session at 1920 to discuss real property pursuant to Chapter 551.072 of the Texas Government Code. He stated that no decisions would be made during the executive session.

Meeting reconvened at 1925.

Commissioner Whitcomb declared the meeting back in open session and that no action was made during the executive session.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED RESOLUTION ADOPTING PROCEDURES FOR SALE OF REAL PROPERTY THROUGH SEALED BID OR SEALED PROPOSAL AND APPROVAL OF CERTIFICATE FOR RESOLUTION:

The board discussed the proposed resolution and authorizing Mrs. Hemphill to place the appropriate Notice to Bidders in the local newspaper. **Commissioner Crossan moved to approve the proposed resolution and certificate for resolution as presented. Commissioner Schein seconded. All commissioners approved.**

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON SETTING DEADLINES AND PROCEDURES FOR ITEMS TO BE ADDED TO THE MONTHLY AGENDA:

The board discussed that if commissioners or staff need items to be added to attempt to request their addition when the agenda is under creation.

COMMISSIONERS COMMENTS:

Commissioner Schein explained the structure fire that occurred in his neighborhood. The POA is considering meeting with the water department to discuss hydrants currently in use and the possible addition of more. Commissioner Whitcomb stated that he, Commissioner Wagner of ESD 3 and Chief Brinkkoeter will be meeting with ESD 6 (Bracken) Commissioners to discuss an agreement for possible services to their area from Station 56 once constructed.

SECRETARY: PRESENTATION OF COMMUNICATIONS RECEIVED:

Mr. Crossan stated that there were no communications received.

ADJOURN: Meeting adjourned at 7:51 PM