

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

Minutes of Regular Meeting June 18th, 2020

CALL TO ORDER: Ken Schein, Commissioner, confirmed that the official notice for this meeting was properly posted, then declared a quorum and called the meeting to order at 6:30 pm. Other commissioners present were: Jim Whitcomb, Archie Dishman and through Zoom (webcast) were: Francesca Hays. Also present was Fire Chief Darren Brinkkoeter, Assistant Fire Chief Robert Mikel, EMS Division Chief Brandon Kludt and Business Manager Angela Hemphill. Commissioner Tom Crossan was not in attendance for this meeting.

CITIZEN'S COMMENT: There were no citizens present.

APPROVE/DISAPPROVE MINUTES OF PREVIOUS MEETING: The minutes of the regular meeting on May 21st had been emailed prior to the meeting. There were no changes/corrections requested. The board accepted the proposed minutes as presented.

CHIEF'S REPORT: EMS Division Chief Brandon Kludt informed the board that there were 249 EMS calls for service for the month of May. The average response time was 8.06. The board and the Chiefs discussed the remainder of the report. The board acknowledged the report as given. The board was reminded that the department has reduced the number of Infectious Disease Response Units from 2 to 1 in order to have the additional ambulance for the contractual obligations we have related to the summer months. Chief Brinkkoeter reported on the construction status of Stations 54 and 56 as well as relayed that two personnel have started Paramedic School as of May 18th.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED AGREEMENT BETWEEN RENE BATES AUCTIONEETS AND COMAL COUNTY ESD NO. 2 FOR THE SALE OF SURPLUS EQUIPMENT:

Mrs. Hemphill stated that the Form 1295 has been filed through the Texas Ethics Commission however the agreement is still under review. **Commissioner Whitcomb moved to authorize Chief Kludt to execute the agreement on behalf of the district once legal review is complete. Commissioner Dishman seconded and all commissioners approved.**

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON EMS NEEDS FOR EQUIPMENT AND SUPPLIES FOR NEXT YEAR: Chief Kludt stated that he is still working on the spreadsheet the district uses for these expenditures. Since it is a living document he plans on adding to drop box for the commissioners to be able to view at any point they might have questions or want to review it.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON DRAFTING NEXT YEAR'S BUDGET BASED ON ESTIMATED TAX REVENUE AMOUNT FROM THE APPRAISAL DISTRICT AND INPUT FROM THE CHIEFS AND EMS NEEDS:

Mrs. Hemphill stated that with Senate Bill 2 and the legislative changes made to the Truth In Taxation Process the budgeting process will be a little earlier this year due to the time restrictions in place if there was a need to order an election related to the tax rate needing to be set. She said that since all commissioners were not present she will send out an email asking for availability for the end of July/beginning of August in order to conduct a budget workshop, She will take the information received and determine a date that works with all. The board acknowledged.

DISCUSS FUTURE TOWN HALL/PROPERTY OWNER'S ASSOCIATION MEETINGS FOR RESIDENTS WITHIN THE AREAS SURROINGDING STATIONS 54 AND 56:

Discussion took place related to this agenda item. Looking at September meetings to be an opportunity to inform the residents around Stations 54 and 56 of the grand openings of these two stations as well as the capabilities these stations will have.

CONSIDER AND DISCUSS CURRENT AND FUTURE STAFFING NEEDS DUE TO INCREASE IN CALL VOLUME OF EMERGENCY MEDICAL SERVICES: Discussion occurred over current staffing and the possible needs in the future.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PURCHASE OF LIFEPAK 15 CARDIAC MONITOR AND LUCAS CHEST COMPRESSION SYSTEM FROM STRYKER MEDICAL TOTALING \$58,251.75 AND PURCHASE OF MISCELLANEOUS EMS SUPPLIES THROUGH BOUNDTREE MEDICAL TOTALING \$5,027.96:

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Chief Kludt stated that these proposed items are part of the loose equipment and supplies to be purchased for the additional ambulance being purchased this year. They are budgeted expenses. Commissioner Hays asked that the board give approval however asked Chief Kludt if she could see about getting the Lucas and Monitor at a reduced price before we proceed with the order. Chief Kludt agreed to hold the order until Commissioner Hays investigated the opportunity. **Commissioner Dishman moved to approve the requested purchase orders not to exceed \$58,251.75 for Stryker and \$5,027.96 for Boundtree Medical for loose equipment for the ambulance. Commissioner Whitcomb seconded and all commissioners approved.**

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON TWO (2) SAPPHIRE MULTI THERAPY INFUSION PUMPS FROM BOUNDTREE MEDICAL TOTALING \$5,076.17:

Chief Kludt requested that this agenda item be tabled until the next meeting due to the proposal changing for this equipment. Discussion took place regarding the changes. The board tabled per Chief Kludt's request.

RECEIVE REPORT FROM THE TREASURER AND CONSIDER TAKING RELATED ACTION INCLUDING APPROVAL OF MONTHLY BILLS, INVOICES AND THE FINANCIAL REPORT:

Commissioner Dishman distributed copies of the Treasurer's Report. Included in the report were Budget to Actual at 5/31/20, Statement of financial position for 5/31/20, Statement of Financial Income and Expense for May 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 7/1/20) July p/r	\$268,949.74
Stericycle	Medication disposal fee	\$69.00
Advantage communications	Medic 53 radio issues	\$170.00
ESD#3	Reimb. of ESO software	\$8,545.50
TX Medicaid	Reimb. Patient receivable	\$112.58
Comal Co. Tax Office	Unit 2945 Registration	\$7.50
Triple Peak	Unit 4311 trans, work (\$282.86)	
	Unit 7042 sensor/exhaust (\$1185.75)	
	Unit 8234 Fuel Filter/housing (\$362.83)	\$1,831.44
Stryker	Lucas device maint. agree-PM's	\$969.00
Rick Reed & Co.	FY19 Financial Audit	\$8,325.00
Group Mobile	Getac Laptops x 5 (\$13,495)	
	Extended Warranty (\$2,750)	\$16,245.00
ValMark Chevrolet	Unit 0050 Multiple issues	\$2,878.53
Dr. John Flanagan	2nd qtr. Medical Director	\$3,125.00

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

RECEIVE, CONSIDER AND DISCUSS RELATED BUSINESS TO COMMUNITY OUTREACH:

Mrs. Hemphill stated that Commissioner Menzel with ESD 3 indicated that there was a committee meeting scheduled to occur however it was canceled due to the current state of the pandemic. Commissioner Hays confirmed.

PRESENT AND DISCUSS THE ANNUAL AUDIT REPORT AND CONFIRM SUBMISSION TO COUNTY AUDITOR/COMMISSIONERS COURT BY JUNE 1st PER HEALTH AND SAFETY CODE CHAPTER 775.082:

Commissioner Dishman summarized the report prepared by the auditors. He stated that he filed the report with Ms. Rahe's office prior to the deadline. Mrs. Hemphill confirmed submission and stated that all Comal County ESD's reports were presented to Commissioner's Court that morning and accepted as presented.

COMMISSIONER COMMENTS:

All commissioners requested the Chiefs and personnel stay safe during these times.

NEXT MEETING: Thursday, July 16th at 6:30PM @ Station 51

ADJOURN: Meeting adjourned at 7:35 PM