

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of October 22<sup>nd</sup>, 2020

Regular Monthly Meeting

The following commissioners were present: **Alan Stahlman, Holly Gill, Susan Shirley-Menzel, Jane Bowen and Don Wagner**. Fire Chief Darren Brinkkoeter, Assistant Fire Chief Robert Mikel, EMS Division Chief Brandon Kludt and Business Manager Angela Hemphill were also in attendance. ESD 2 Board President Tom Crossan was present and Derek Bird with Seidel Construction, by telephone, 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.

Citizen's Comments: Tom Crossan, ESD 2 President and resident was present but did not make any comments.

Approval of Minutes: Minutes of the regular monthly meeting held in September were emailed to the board for review prior to the meeting. There were requested changes/corrections made. The board accepted the revised minutes as presented.

Building Committee:

Commissioner Stahlman informed the board that the building committee after consultation with Ryan Rosborough, ESD 3 construction manager with AGCM, and information from BRW Architects and DVO Engineering related to the integrity of the concrete bay floors, recommends the district elects to direct Seidel Construction to proceed with the application of Epoxy Flooring to Station 56 bay floors at no additional cost to the District in lieu of removal of the existing concrete and re-pour. Discussion took place related to the process. Derek Bird, project manager with Seidel Construction, informed the board of the \$12,000 credit that will be applied to the project for the substitution of Epoxy versus completing a re-pour. **Commissioner Bowen moved to approve the recommendation by the building committee to proceed with Epoxy Flooring installation at Station 56. Commissioner Shirley-Menzel seconded. All commissioners approved.**

Commissioner Wagner stated that the board would enter into executive session pursuant to Section 551.072 of the Texas Government Code to deliberate the purchase, exchange, lease, or value of real property. No action will be taken during this closed session. Time was 6:07PM. Meeting reconvened at 6:30PM. Commissioner Wagner stated that the district will now re-enter into open meeting; no action was taken during the closed session.

Treasurers/Business Manager's Report: Angela Hemphill presented to the Board the report containing 2020 Budget versus Actual as of month end September. She also presented the analysis reports relaying current year to date property tax and sales tax revenue received as of October 22<sup>nd</sup> 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 to the board. Chief Brinkkoeter stated that all personnel that were in previous paramedic programs have officially passed and are in the process of receiving their State of Texas certifications. Two personnel are still in the current program. Chief Mikel reviewed the incident that occurred with Truck 51 stating that it

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was determined to be preventable and that additional training has been scheduled. Discussion over cost associated with the incident, which is likely covered by insurance, occurred. Chief Brinkkoeter stated that ISO has received all required documents necessary to start their review for this re-evaluation. The board acknowledged.

**Committee Reports**

**Apparatus Committee:**

Commissioner Bowen stated that there was nothing new to report.

**Audit Committee:**

Commissioner Wagner stated that there was nothing to report.

**Budget / Finance Committee:**

Mrs. Hemphill stated that she would be presenting budget amendments for consideration to the committee in early November.

**Community Outreach:**

Commissioner Shirley-Menzel relayed that Chief Brinkkoeter, Mrs. Hemphill and she met with the resident in River Chase who has offered to assist the district with the creation of virtual tours for the opening of the two stations to discuss the process in which the filming will occur. The group wants to come back together early December.

**Community Paramedicine Program:**

Chief Kludt spoke to Ms. Alexander working on the department's immunization clinic for personnel as well as relayed that the grant application to the McKenna Foundation was approved for \$25,000 being awarded to Canyon Lake Fire/EMS to assist with continuation of the Community Health Paramedicine Program.

**Compensation Committee:**

Commissioner Wagner stated that there was nothing new to report.

**Strategic Planning Committee:**

Commissioner Bowen stated that this committee has a meeting scheduled for the following week.

**OLD BUSINESS**

There was no old business to discuss.

**NEW BUSINESS**

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR REPAIRS OF BODY DAMAGE FOR TRUCK 51 BY SIDDONS MARTIN EMERGENCY GROUP TOTALING \$17,003.70:**

Chief Mikel stated that a claim has been filed and is under review by the insurance company. Siddons has given an initial estimate of repairs totaling \$17,003.70 of which the district would be liable for a deductible of \$1000.00. **Commissioner Shirley-Menzel moved to approve the proposed**

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purchase order for repairs to be completed by Siddons Martin of body damage for Truck 51 totaling \$17,003.70. Commissioner Gill seconded and all commissioners approved.

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR FIRE/EMS TRAINING SOFTWARE THROUGH TARGET SOLUTIONS TOTALING \$9150.01:**

Chief Kludt stated that this software is already in use and this would allow for its continuation until October of 2021. Commissioner Gill moved to approve the proposed purchase order for FIRE/EMS training software through Target Solutions totaling \$9150.01. Commissioner Bowen seconded and all commissioners approved.

**COMMISSIONER COMMENTS:**

Commissioner Stahlman inquired about the CHPP and its ability to assist with behavioral health issues. Chief Kludt relayed Ms. Alexander's role with residents that are seeking care related to behavioral health. Commissioner Shirley-Menzel spoke to all the work Engineer Kennemer has done for the department throughout the construction of the two stations. The board asked Chief Brinkkoeter to be sure to relay their appreciation for his assistance.

**Announcements:**

None

**Next Meeting:** November 18<sup>th</sup>, 2020 at 5:30PM @ Station 51

**Adjournment:** Meeting Adjourned at 7:20 PM.