

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of May 19th, 2021

Regular Monthly Meeting

The following commissioners were present: **Holly Gill, Jane Bowen, Alan Stahlman, Susan Shirley-Menzel and Don Wagner**. Fire Chief Darren Brinkkoeter, Assistant Fire Chief Robert Mikel, EMS Division Chief Christopher Clapper, Battalion Chief Jeff Kahanek and Angela Hemphill - Chief Financial Officer 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: No outside citizens were present.

Approval of Minutes: Minutes of the regular monthly meeting held in April were emailed to the board for review prior to the meeting. The requested changes/corrections were not made prior to the meeting. The board tabled this agenda item and will consider the revised minutes at the May meeting.

Treasurers/Chief Financial Officer's Report: Angela Hemphill presented to the Board the report containing 2021 Budget versus Actual as of month end April. She also presented the analysis reports relaying current year to date property tax and sales tax revenue received as of May 19th compared to previous years. **The board acknowledged the report given.**

Ms. Hemphill requested authorization to remove Brandon Kludt and add Christopher Clapper to the Security State Bank petty cash account held by the district. She also requested approval to issue Christopher Clapper a debit card associated with this specific account. **Commissioner Shirley-Menzel moved to authorize the removal of Brandon Kludt and addition of Christopher Clapper along with issuance of a debit card for the petty cash account held by the district. Commissioner Bowen seconded. All commissioners approved.**

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

Fire Chief Darren Brinkkoeter summarized the department's report of response times and number calls responded to overall and by district/station. Commissioner Gill requested that the report include going forward calls for each apparatus. Chief Brinkkoeter acknowledged. He then relayed the status of the paramedic program and that our personnel are doing very well so far.

Committee Reports

Apparatus Committee:

Chief Brinkkoeter stated that the committee is still working on a date to meet that works with everyone's schedule.

Audit Committee:

Mrs. Hemphill stated that the FY20 audit has been completed and that a draft report was made available to the committee that revisions are needed. President Wagner asked that the board authorize the committee to complete a secondary review of the final report and if accurate then authorization to submit to Commissioner's Court for approval. **Commissioner Gill moved to authorize the audit committee to review the final report and to submit on behalf of the district to Commissioner's Court if all requested changes are reflected. Commissioner Shirley-Menzel**

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of May 19th, 2021

Regular Monthly Meeting

seconded. All commissioners approved. President Wagner asked that this item be added to the agenda for June in order for ABIP to formally present their findings.

Budget / Finance Committee:

Ms. Hemphill stated that there was nothing new to report.

Building Committee:

Ms. Hemphill informed the board that Station 56 has been completed and is now under its one year warranty phase. Station 54 is still awaiting punch list items to be installed however has been issued its substantial completion certificate. The building committee will be meeting soon to discuss future land acquisition.

Community Outreach:

Commissioner Shirley-Menzel stated that the committee has not been able to meet.

Community Paramedicine Program:

Chief Chris Clapper summarized the report submitted by Juanita Alexander, CHPP Paramedic. The board discussed the work being completed and requested some additional information to be brought back to them by the Canyon Lake Fire/EMS Board.

Compensation Committee:

Commissioner Wagner relayed that there was nothing new to report.

Strategic Planning Committee:

Ms. Hemphill was requested to compile dates of availability of the board to meet to complete the Strategic Planning Workshop.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR THE TUITION FOR THE PARAMEDIC PROGRAM TOTALING \$14,500.00 THROUGH TEEX:

Chief Brinkkoeter informed the board that this purchase order would authorize the payment to be made to TEEX covering the cost associated with conducting the program. Ms. Hemphill stated that she would be working with the budget and finance committee on a proposal to amend the current budget to account for the income and expense related to this program. **Commissioner Shirley-Menzel moved to approve the purchase order for the tuition for the paramedic program totaling \$14,500 to TEEX. Commissioner Gill seconded and all commissioners approved.**

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED WAIVER CONCERNING LEGAL COUNSEL REPRESENTATION BY KEN CAMPBELL OF BURNS, JURY ANDERSON AND BRENNER BETWEEN COMAL COUNTY ESD NO. 3 AND NO. 6:

President Wagner informed the board of the current status of the discussion related to an interlocal agreement between ESD No. 3 and No. 6 for service delivery to certain areas of ESD No.

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

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6 for an agreed cost. Due to Ken Campbell being legal counsel for both districts, he is requesting the proposed waiver be considered in order to proceed with discussions. The board reviewed the proposed waiver and discussion occurred. **Commissioner Gill moved to approve the waiver after requested revisions are made and authorize President Wagner to execute on the district's behalf. Commissioner Bowen seconded. All commissioners approved.**

COMMISSIONER COMMENTS:

No comments were made.

Announcements:

No announcements were made.

Next Meeting: June 28th at 5:30 PM at Station 51

Adjournment: Meeting Adjourned at 7:23 PM.