

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

Minutes of Regular Meeting January 21st, 2020

CALL TO ORDER: Tom Crossan, Commissioner, declared a quorum and called the meeting to order at 4:00 pm through a ZOOM webcast. Other commissioners present virtually were: Jim Whitcomb, Francesca Hays, Kenneth Schein and Archie Dishman. Also present was Assistant Fire Chief Robert Mikel, Fire Chief Darren Brinkkoeter and Business Manager Angela Hemphill.

APPROVE AND ACCEPT APPOINTMENT / REAPPOINTMENT OF COMMISSIONERS:

Commissioner Crossan confirmed that Commissioner Schein and Hays completed the swearing in at the County Clerk's Office. They confirmed and he declared a quorum was present.

APPROVE/DISAPPROVE MINUTES OF PREVIOUS MEETING: The minutes of the regular meeting for October, November and December had been emailed prior to the meeting. No changes/corrections were requested. **The board accepted the proposed minutes as presented.**

CITIZEN'S COMMENT:

There were no citizens present.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON ELECTION OF OFFICERS FOR THE 2020 ESD 2 BOARD:

The board discussed commissioner positions for this Operational year. The board agreed to the following: Tom Crossan as ESD 2 President, Francesca Hays as ESD 2 Vice President, Archie Dishman as ESD 2 Treasurer, Jim Whitcomb as ESD 2 Secretary and Kenneth Schein as ESD 2 Asst. Treasurer.

CHIEF'S REPORT: Fire Chief Darren Brinkkoeter informed the board that there were 299 EMS calls for service for the month of December. The average response time was 7:46. The board and Chief Brinkkoeter discussed the remainder of the report. The board acknowledged the report as given.

REVIEW AND APPROVE QUARTERLY INVESTMENT REPORT FOR THE 4TH QUARTER OF 2020:

Commissioner Dishman summarized the investment report to the board.

REVIEW TRAINING REQUIREMENTS AND COMPLIANCE STATUS FOR EACH COMMISSIONER:

Mrs. Hemphill stated that each commissioner is responsible for 6 continuing education hours over their 2 year term. She then relayed the hours each Commissioner currently held and then the number of hours that needed to be obtained for each. The commissioners acknowledged.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON RENEWING SIGNATURE CARDS FOR ESD 2 FINANCIAL ACCOUNTS:

The board agreed to maintain the same commissioners as signatories for each account held by the district which would then not make it necessary to submit new signature cards for 2021.

REVIEW, DISCUSS AND TAKE APPROPRIATE ACTION ON CONTRACTS DUE AT THE FIRST OF THE YEAR, IE WORD, WWA, BOOKKEEPING:

Mrs. Hemphill asked that this agenda item be tabled until February as the Whitewater Amphitheatre contract would be ready in February but that WORD agreement would be presented at the April or May meeting. The board agreed.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION TO PREPARE AND REVIEW REPORT FOR COMAL COUNTY COMMISSIONERS COURT AND COUNTY ATTORNEY IN JANUARY:

Mrs. Hemphill stated that Judge Krause along with Commissioners Court has decided that this year's annual presentation would be completed by submission of the report however attendance to court would not be required due to the current numbers related to COVID19. Mrs. Hemphill, Commissioner Wagner of ESD 3 and Commissioner Crossan are currently working on finalizing the report and will send out the final version once it's completed.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION REGARDING PROPOSED CONTRACT FOR LEGAL SERVICES BY SCANLAN, BUCKLE AND YOUNG, PC:

The board discussed the proposed agreement and Mrs. Hemphill stated that Mr. Young indicated his office would complete filing the Form 1295 with the Texas Ethics Commission. **Commissioner Whitcomb moved to approve the agreement as proposed. Commissioner Dishman seconded and all commissioners approved.**

COMMISSIONER COMMENTS:

Commissioner Hays relayed to the board that Commissioner Shirley-Menzel of ESD 3 has been working on finalizing the virtual tours of Stations 54 and 56. Commissioner Whitcomb thanked personnel on the outcome of the opening ceremonies of Stations 54 and 56 the week previous.

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 12/31/20, Statement of financial position for 12/31/20, Statement of Financial Income and Expense for December 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 9 claims to be approved for payment:

ESD#3	(date check 2/1/21) February p/r	\$284,009.81
Ranger Auto	multiple items	\$116.40
Stryker	LUCAS & LP15 PM Agreement	\$499.80
ESD#3	reimb. medic tires x 2	\$865.38
VFIS	POB renewal Dishman	\$350.00
Ace Hardware	Medic unit tire rpr.	\$23.73
Operative IQ	Narcotics tracking hardware	\$3,920.00
Ace Hardware	Heater for medic 53	\$24.99
VFIS	2nd qtr ins. premium	\$1,019.00

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

SECRETARY: PRESENTATION OF COMMUNICATIONS RECEIVED:

Commissioner Hays stated that no items were received.

IDENTIFY ITEMS FOR THE FEBRUARY MEETING:

District Agreements - WWA,

NEXT MEETING:

Special Meeting - Wednesday, January 27th @ 4PM - Canyon Lake Fire/EMS Station 51

Regular monthly meeting - Thursday, February 18th at 4:00PM - Canyon Lake Fire/EMS Station 51

ADJOURN: Meeting adjourned at 5:03PM