

**COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3**  
**MINUTES of February 24, 2020**  
**Regular Monthly Meeting**

The meeting was called to order at 5:30 p.m. at Canyon Lake Fire/EMS Station No. 51, 1074 Scissortail, Canyon Lake, Texas. The following commissioners were present: **Jane Bowen, Alan Stahlman, Holly Gill, Susan Shirley-Menzel and Don Wagner**. Assistant Fire Chief Robert Mikel, EMS Division Chief Brandon Kludt, Business Manager Angela Hemphill, Battalion Chief Jeff Kahane and Ryan Rosborough – AGCM Representative 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 Mrs. Shirley-Menzel that the meeting notice was posted in compliance with Government Code 551.041 and 551.043**. She affirmed.

**Citizen's Comments:** Citizens were present however no comments were made.

**Building Committee:**

Commissioner Wagner, out of respect for Mr. Rosborough's time offered for him to present to the board the construction status of Stations 54 and 56. Mr. Rosborough relayed where both stations were at in their construction time line. Discussion took place on issues with the drains in the bays in Station 56 along with some areas that seem to be pooling water in the bays after the concrete was poured. He along with the building committee stated that they would be discussing how these items would be corrected by the general contractor at the next monthly construction meeting scheduled for March 4<sup>th</sup>.

**Treasurers/Business Manager's Report:** Angela Hemphill presented to the Board the 2020 Budget versus Actual January month end report. She also presented the analysis reports relaying current year to date property tax and sales tax revenue received as of February 27<sup>th</sup> compared to previous years. **The board acknowledged the report given.**

Mrs. Hemphill presented the board with a revised ODFI Agreement between Comal County ESD No. 3 and Security State Bank & Trust for ACH Transfers related to the district's payroll transactions. The board discussed the agreement along with the maximum allowed transfer amount. **Commissioner Bowen moved to approve the proposed ODFI Agreement between Comal County ESD No. 3 and Security State Bank & Trust as presented. Commissioner Gill seconded and all commissioners approved.**

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

EMS Division Chief Kludt presented the monthly Chief's Report. The board and Chiefs discussed the use of the additional apparatus and staffing of personnel while awaiting the openings of the two stations currently under construction. Chief Kludt gave a summary of the current status of the Community Paramedic Program. Commissioner Gill asked Chief Kludt to request that our Community Health Paramedic Program publicize more within the community when it comes to the classes we are offering to our citizen's. Chief Mikel discussed the status of the remaining Paramedic students stating that only one personnel is still remaining from each program to still pass the National Registry Exam. He then relayed that the eleven (11) new personnel have completed their initial three week Academy and have been assigned to a Shift. They all are currently in the second phase of their clearance process. The 2020 Spring hiring process was held on February 15<sup>th</sup> with only 7 candidates testing of which only 4 completed the written and

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physical and will be invited to a panel Interview that has been scheduled for March 2<sup>nd</sup>. Mrs. Hemphill stated that the district will be conducting another hiring process soon.

**Approval of Minutes:** The minutes of the regular monthly meeting held in January and the tabled minutes from December were both emailed to the board for review prior to the meeting. There were requested changes/corrections made to the December minutes and none for the January minutes. A revised set of the December minutes was also emailed. The board accepted the December minutes as revised and the January minutes as presented.

**Committee Reports**

**Apparatus Committee:**

Commissioner Bowen stated that there was nothing new to report. Chief Mikel relayed that the final inspection for Truck 51 occurred at the beginning of February by Chief Brinkkoeter and three personnel involved in the specifications process for that apparatus. He stated that there were some items that needed to be addressed but that the truck should still arrive the 1<sup>st</sup> week of March. He then stated that Chief Brinkkoeter is currently in Florida with TIFMAS currently conducting the final inspection of the Type III Engine that was awarded to the district. That unit is expected late March – early April.

**Audit Committee:**

Mrs. Hemphill stated that the 2019 Financial Audit is currently scheduled for March 3<sup>rd</sup> – 6<sup>th</sup> and could possibly run into the following week.

**Budget / Finance Committee:**

Mrs. Hemphill stated that there is nothing new to report.

**Building Committee:**

Commissioner Stahlman stated that there was nothing new to report outside of what Mr. Rosborough reported earlier in the meeting.

**Community Outreach:**

Commissioner Shirley-Menzel relayed that she and Commissioner Hays with ESD 2 have discussed some opportunities and will be meeting with the remainder of the committee before the next board meeting.

**Community Paramedicine Program:**

Chief Kludt discussed earlier under Chief's report the status of the program.

**Compensation Committee:**

Commissioner Wagner requested that the board table the discussion related to the 2020 goals Chief Brinkkoeter has submitted to the committee until the March meeting. The board agreed.

**Strategic Planning Committee:**

Commissioner Bowen and Commissioner Gill stated they would meet to discuss a possible timeline for a Strategic Planning Workshop to occur.

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NEW BUSINESS

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON A PROPOSED PURCHASE ORDER FOR FIVE (5) FLIR THERMAL CAMERAS AND FIVE (5) FLIR CAMERA CHARGING KITS THROUGH DOOLEY TACKABERRY TOTALING \$31,623.50:

Chief Mikel stated that the district is replacing existing equipment that is 10+ years old with some unit currently out of service and not repairable. This request was included in the 2020 budget. These units would be installed on Truck 51 and the remaining four (4) frontline engines at each station. Commissioner Stahlman moved to approve the proposed purchase order for five (5) FLIR Thermal Cameras and five (5) FLIR Camera charging kits through Dooley Tackaberry totaling \$31,623.50. Commissioner Shirley-Menzel seconded. All commissioner approved.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON A PROPOSED PURCHASE ORDER FOR TEN (10) MOTOROLA APX 8000XE HANDHELD RADIOS THROUGH ADVANTAGE COMMUNICATIONS TOTALING \$75,730.20:

Chief Mikel stated that this proposed purchase also was included in the 2020 budget and is due to the increase in personnel coming on this year. Commissioner Stahlman moved to approve the proposed purchase order for ten (10) Motorola APX 8000XE handheld radios through Advantage Communications totaling \$75,730.20. Commissioner Shirley-Menzel seconded and all commissioners approved.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON A PROPOSED PURCHASE ORDER FOR TWO (2) PERSONNEL TO ATTEND FIRE SCHOOL THROUGH TEXAS FIRE ACADEMY TOTALING \$6,480.00:

Chief Mikel stated that two personnel recently employed under the 2019 Fall hiring process were Paramedic Only applicants. These two personnel will be attending the Fall 2020 Texas Fire Academy Firefighter Program scheduled to start in June. These two personnel have completed promissory agreements related to this program however also understand their employment is contingent on the successful completion of the district funded program and obtaining their Texas Commission on Fire Protection Basic Firefighter certification. Commissioner Shirley-Menzel moved to approve the proposed purchase order for two (2) personnel to attend Fire School through Texas Fire Academy totaling \$6,480.00. Commissioner Bowen seconded. All commissioners approved.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE PROPOSED PURCHASE ORDER FOR TWELVE (12) SETS OF BUNKER GEAR THROUGH DOOLEY TACKABERRY TOTALING \$31,264.60:

Chief Mikel stated that this proposed purchase is also within the budget and part of the district's replacement program. Commissioner Gill moved to approve the proposed purchase order for twelve (12) sets of bunker gear through Dooley Tackaberry totaling \$31,264.60. Commissioner Shirley-Menzel seconded and all commissioners approved.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED SERVICE AGREEMENTS BETWEEN COMAL COUNTY ESD No. 3 AND FLUGRATH CONSTRUCTION AND COUNTY PERMIT APPLICATIONS FOR SEPTIC SYSTEMS FOR STATIONS 54 AND 56:

Mrs. Hemphill presented the proposed Comal County permits and associated septic maintenance agreements with Flugrath Construction. She explained the issues with the currently filed 1295's and asked that the board authorize the building committee to sign these agreements and permit

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applications once the corrected 1295's have been filed and the permit applications have been corrected by Greg Johnson's office. Commissioner Bowen moved to authorize a commissioner on the building committee to sign on behalf of the district contingent on completed 1295 filings by Flugrath Construction through the Texas Ethics Commission and corrected County Permit applications by Greg Johnson's office. Commissioner Gill seconded. All commissioners approved.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED SERVICE AGREEMENT BETWEEN COMAL COUNTY ESD NO. 2, COMAL COUNTY ESD NO. 3 AND KONA COAST VENTURES (WWA) FOR THE 2020 SUMMER CONCERT SEASON:

Chief Kludt and Mrs. Hemphill requested that since the 1295's have not been filed by the business entity and we are also discussing possibly proposing a multi-year contract to please table this item until the March meeting. The board agreed.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED RESOLUTION RELATED TO THE USE OF ESD NO. 3 FACILITIES FOR NON-ESD PURPOSES:

Commissioner Wagner stated that the Firefighters Association held their monthly meeting at Station 51 but then also invited political candidates in to present to the members of the association attempting to get support. This is not allowed to occur at the district's facilities and after consulting Ken Campbell, ESD 3 legal counsel, he proposed drafting the resolution before the board. Commissioners discussed the resolution as written and had concerns with its limitations as well as exceptions. The board tabled this item until March to gather further guidance from legal counsel with the additional comments made by Commissioners Gill, Stahlman and Bowen.

Announcements:

Reminder of the annual Canyon Lake Fire/EMS Awards and Pinning Ceremony to be held Saturday, March 7<sup>th</sup> at 10:30am at Canyon Lake High School Auditorium.

Next Meeting: March 23<sup>rd</sup>, 2020 at 5:30PM

Adjournment: Meeting Adjourned at 8:33 PM.