

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of August 18th, 2021

Regular Monthly Meeting

The following commissioners were present: **Susan Shirley-Menzel, Alan Stahlman and Don Wagner. Commissioner Holly Gill attended by videoconference and Commissioner Bowen was absent for this meeting.** Fire Chief Darren Brinkkoeter, Assistant Fire Chief Robert Mikel, EMS Division Chief Christopher Clapper and Angela Hemphill - Chief Financial Officer were also in attendance. Citizens present were Steve Salaz, Greg Stansbury and Bob Janusaitus.

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: Citizens were present at this meeting however no comments were made.

Approval of Minutes: Minutes of the regular monthly meeting held in July along with special meeting minutes for the Budget Workshop and a Strategic Planning Workshop were emailed to the board for review prior to the meeting. There were requested changes/corrections made and a revised set of monthly minutes was made available to the board for consideration. The board accepted the minutes as revised.

Treasurers/Chief Financial Officer's Report: Angela Hemphill presented to the Board the report containing 2021 Budget versus Actual as of month end July. She also presented the analysis reports relating current year to date property tax and sales tax revenue received as of August 18th compared to previous years. **The board acknowledged the report given.**

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

Fire Chief Darren Brinkkoeter summarized the department's report of response times and number of calls responded to overall and by district/station as well as by apparatus. The board and Chiefs discussed the information given and asked about the reduction in response times with the two new stations. Chief informed the board that this is information entered by dispatch that is not completely accurate and is skewing the data making our response times longer than they possibly are. The board asked Chief to investigate further in order to find and resolve the issue and allow the board to have accurate information in order to be able to make informed decisions. Chief Brinkkoeter stated that the Paramedic Program is close to completion. He then presented the information Commissioner Gill requested and she thanked him for pulling the data together. The board requested that Chief Brinkkoeter bring in Lt. Brett Parker to present the department's plan/program related to Safety due to the recent increase with on the job injuries.

Committee Reports

Apparatus Committee:

Commissioner Stahlman stated that there was nothing new to report.

Audit Committee:

Commissioner Wagner stated there was nothing to report.

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Budget / Finance Committee:

Ms. Hemphill stated that the tax office has revised the calculations related to the tax rate for ESD 3 to include the debt service. She informed the board of the ability to tax at a lower I&S rate and higher M&O rate allowing for adequate revenue to cover debt and normal operating expenses in the fiscal year 2022. She informed the board of the rates and they discussed public hearing dates. **Commissioner Shirley-Menzel moved to set the public hearing date for proposing a .07272/\$100 valuation tax rate for ESD 3 on August 30th at 10:00AM. Commissioner Wagner seconded and all other commissioners approved.**

Building Committee:

Chief Brinkkoeter stated that the general contractor has started repairs on Station 51. Ms. Hemphill stated that we are awaiting a closing date with Stewart Title on the land acquisition that has been approved for the Dove Street lots.

Community Outreach:

Commissioner Shirley-Menzel stated there was nothing new to report. She stated that once budgets are approved and tax rates are set, she will reach out to Commissioner Hays of ESD 2 and personnel for their availability to participate in a committee meeting.

Compensation Committee:

Commissioner Wagner relayed that there was nothing new to report.

Strategic Planning Committee:

Commissioner Bowen was not in attendance however Ms. Hemphill stated that she was still in the process of revising the power point presentation that was worked on at the last Strategic Planning Workshop.

OLD BUSINESS

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION REGARDING AN INTERLOCAL AGREEMENT BETWEEN COMAL COUNTY ESD NO. 3, NO. 2 AND NO. 6:

President Wagner informed the board that we are still awaiting a draft version for review and consideration from the attorney. The board tabled this item until a future meeting.

NEW BUSINESS

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR ONE (1) APX 8000 HANDHELD RADIO TOTALING \$7,327.77 THROUGH MOTOROLA (BUDGETED)

Chief Brinkkoeter stated that this is a budgeted item for 2021 and would complete the needed complement of radios necessary to outfit the daily maximum shift personnel at each station. He stated that pricing did increase and at the new cost would be over the budgeted amount by \$327.77. **Commissioner Shirley-Menzel moved to approve the proposed purchase order for one (1) APX 8000 handheld radio totaling \$7,327.77 through Motorola. Commissioner Stahlman seconded and all commissioners approved.**

RATIFICATION OF PRESIDENT WAGNER'S APPROVAL ON PROPOSED PURCHASE ORDER FOR REPAIRS FOR PUC 54 UNIT 1293 TOTALING \$14,651.51 THROUGH SIDDONS MARTIN EMERGENCY GROUP:

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Chief Mikel and Brinkkoeter relayed the needed repairs to this unit. Commissioner Stahlman moved the board ratify President Wagner's approval for repairs to PUC Unit 1293 totaling \$14,651.51 through Siddons Martin Emergency Group. Commissioner Shirley-Menzel seconded. All commissioners approved.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR EIGHT (8) SETS OF BUNKER GEAR TOTALING \$21,809.16 THROUGH DOOLEY TACKABERRY (BUDGETED):

Chief Brinkkoeter relayed that there were some additional sets needed to outfit new hires and personnel that were not included in the order for the second set of gear. With the increased cost, this purchase would take that budget line over by a little more than \$3,000 but with other expenses being down, he doesn't feel the department will exceed the approved total budget at year end. Commissioner Gill moved to approve the proposed purchase order for eight (8) sets of bunker gear totaling \$21,809.16 through Dooley Tackaberry. Commissioner Shirley-Menzel seconded and all commissioners approved.

Chief Mikel and Brinkkoeter invited in Firefighter Jason Iwabuchi, a new hire and introduced him to the board.

COMMISSIONER COMMENTS:

No comments were made.

Announcements:

Budget & Finance Committee to meet on August 25th at 2PM.

Next Meeting: August 30th @ 10 AM Public Hearing and Special Meeting
September 15th @ 5:30 PM Regular Monthly meeting

Adjournment: Meeting Adjourned at 6:56PM