

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3
MINUTES of September 18th, 2019
Regular Monthly Meeting

The meeting was held at Canyon Lake Fire/EMS Station No. 51, 1074 Scissortail, Canyon Lake, Texas. The following commissioners were present: **Alan Stahlman, Jane Bowen, Susan Shirley-Menzel, Holly Gill and Don Wagner**. Fire Chief Darren Brinkkoeter, Captain Chris Clapper and District Business Manager Angela Hemphill 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: Captain Chris Clapper asked the board if they would reconsider the amount of Vacations hours allowed to be held over on January 1st of each year to be a higher amount as how it currently works seems to then cause an issue for use by personnel in an equal distribution over the year to only being used towards the end of the year due to the accrual method. The board thanked him for his comments. Commissioner Wagner stated that the compensation committee will work with the Fire Chief on the possibility of a revision.

Approval of Minutes: The minutes of the regular monthly meeting held in August along with minutes for two public hearings, a special meeting/budget workshop on August 9th and a special meeting on September 9th were previously made available to each commissioner by email. All changes/corrections that were requested have been reflected. The board accepted the minutes for all meetings/public hearings indicated above as revised.

Treasurers/Business Manager's Report: Angela Hemphill presented to the Board the budget versus actual report ending August 31st. She also presented the analysis reports relaying current year to date property tax and sales tax revenue received as of September 18th compared to previous years. **The board acknowledged the report given.** Mrs. Hemphill told the board that Wells Fargo had made contact relaying that the accounts had not actually closed and an official district letter signed by Commissioner Stahlman was now necessary. The letter has been prepared for Commissioner Stahlman and once signed she will send to Wells Fargo who has assured her that the two accounts will then be properly closed.

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

Chief Brinkkoeter summarized the monthly Operational Report. He informed the board of the recent brush fire in Vintage Oaks and answered their questions regarding response. He reminded the board of the upcoming Open House scheduled for October 19th. He stated that the district has posted for the current hiring process. He is still working on the notice for the Assistant Chief position. He then informed the board that the three personnel from the previous Paramedic program are still awaiting their next test date with National Registry. The current six personnel are doing great and are starting their last semester of the program.

Committee Reports

Apparatus Committee:

Chief Brinkkoeter stated that there was nothing new to report.

Audit Committee:

Commissioner Wagner stated that there was nothing new to report.

Budget & Finance:

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

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3
MINUTES of September 18th, 2019
Regular Monthly Meeting

Building Committee:

Commissioner Stahlman stated that we have received the approval from TCEQ for Station 56 (Vintage Oaks) and those comments are being entered into the design/specifications per BRW. We should be able to execute the agreement with Seidel once they have finalized the post bid addendum 1. We are still awaiting comments from TCEQ for Station 54 (FM 306). It was relayed that Kyle Biedermann's office assisted this district with getting a response/comments from TCEQ.

Commissioner Shirley-Menzel informed the board that Comal County has sold the property in River Chase that was given to them years ago to build a Fire Station. She stated that Commissioners Court and Judge Krause have approved the transfer of net proceeds from that sale over to Comal County ESD No. 3 to assist in the construction of Station 54 since the intent of the land that was sold was to hold a Fire Station. The board thanked Commissioner Shirley-Menzel along with Pct. 4 Commissioner Crownover for their diligence with the sale of this property.

Mrs. Hemphill stated that there are no new developments regarding land acquisition in the Station 52 and Station 53 districts.

Community Outreach:

Commissioner Shirley-Menzel informed the board that the committee has met again to finalize discussions related to the Coloring contest for the Open House.

Community Health Paramedicine Program:

Chief Brinkkoeter relayed the information within the Chief's report regarding the status of the program. The board asked that Ms. Billeiter, Community Health Paramedic, attend the next monthly meeting to explain some of the items within the report.

Compensation Committee:

Commissioner Wagner stated he will schedule a meeting for the Compensation Committee, Chief Brinkkoeter and Mrs. Hemphill to discuss the possibility of revising the Vacation Policy. He also stated that Commissioner Gill and he will review the Job Descriptions currently approved by the district.

Interlocal Agreement:

Commissioner Bowen distributed copies of the final draft version of the proposed 2020-2024 Interlocal agreement between Comal County ESD No. 3 and ESD No. 2. She summarized the changes that were made and requested that the commissioners review the Interlocal and send any additional changes/corrections and/or questions to Mrs. Hemphill to compile and send out to the committee. Depending on those comments will determine if the agreement will be ready for approval in October or November. Commissioner Wagner thanked Commissioners Bowen and Gill for all their work on the Interlocal.

NEW BUSINESS

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON ASSISTING WITH PAYMENT FOR PROPOSED COMMUNITY SAFETY GUIDE AT A COST NOT TO EXCEED \$10,000.00:

The board reviewed the guide as proposed. Commissioner Wagner stated that there were several items he found that needed to be fixed but overall agreed with the concept of the guide. The board continued discussion over the guide's creation. Commissioner Shirley-Menzel stated that it was the idea of the board of directors of Canyon Lake Fire/EMS, Inc. that all three entities assist with the cost since it will represent ESD No. 2, No. 3 and Canyon Lake Fire/EMS. Chief Brinkkoeter stated that currently the cost is approximately \$30,000 for one community guide to be mailed to each residential/commercial dwelling in our jurisdiction. The request is for ESD 3 to pay 1/3 of that cost. Commissioner Stahlman moved to approve the cost sharing of the creation of the proposed community guide at payment not to exceed \$10,000. Commissioner Bowen seconded. Commissioner Gill abstained. All other commissioners approved, motion carried.

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3
MINUTES of September 18th, 2019
Regular Monthly Meeting

COMMENTS:

Commissioner Wagner asked for the remainder of the board to review the pamphlet that has been distributed through email by GCP and Associates related to the upcoming election, and to email all comments to Mrs. Hemphill.

Announcements:

No announcements were made.

Next Meeting: October 23rd at 5:30PM

Adjournment: Meeting Adjourned at 7:52PM.