

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of May 24th, 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: **Jane Bowen, Susan Shirley-Menzel, Alan Stahlman, Holly Gill and Don Wagner.** Sharon Carlson – Deputy Chief of the Comal County Tax Assessor – Collectors Office, Cathy Talcott – Comal County Tax Assessor-Collector, Michael Del Torro with ABIP, Inc., Fire Chief Darren Brinkkoeter 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 10:30 a.m., 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 but no comments were made.

Presentation by Comal County Tax Assessor-Collector Cathy Talcott:

Mrs. Hemphill introduced Mrs. Talcott and Mrs. Carlson, both of the Tax Assessor-Collector Office for Comal County. Mrs. Talcott distributed a flier containing dates of importance related to the Truth and Taxation Process as well contact information for their office. She summarized the process as well as explained the difference between their office's responsibilities and Comal Appraisal District's responsibilities which can sometimes be mistaken by citizens. The Board thanked the two for their attendance and presentation. They complemented Ms. Hemphill for her timely submission of reports and reminded the board that the adopted tax rate will need to be into their office by September 15th.

Committee Reports

Audit Committee:

Commissioner Wagner introduced Michael Del Torro, Partner with ABIP, stating the he was here to present the final audit for fiscal year 2018. Mr. Del Toro distributed copies of the audit report and letter to management, then summarized the findings from the audit. **Commissioner Shirley-Menzel moved to approve the report as presented and authorize submission to the County Auditor's office. Commissioner Gill seconded and all commissioners approved.** The board discussed with Mr. Del Torro about a possible rotation of accountants performing the audit.

Building Committee:

Commissioner Stahlman informed the board of the bid submission process that the district just conducted for the selection of a general contractor to perform the constructions of Stations 54 and/or 56. There were 9 total submissions for each station. He explained the score criteria utilized and stated that score committee consisted of 8 total people from the district, BRW Architects and AGCM. He stated that after all scores were compiled the general contractors were ranked based on those scores. **Commissioner Stahlman moved to authorize the building committee to proceed with contract negotiations with Seidel Construction who ranked first for each station. Commissioner Gill seconded. Discussion took place regarding the process of negotiations then all commissioners approved.** There will be a special meeting to approve the contract with Seidel and adopt the Wage Rates.

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of May 24th, 2019

Regular Monthly Meeting

Commissioner Wagner called for a Break at 1151.

Meeting Reconvened at 1200.

Commissioner Stahlman left the meeting at 1200.

Approval of Minutes: The minutes of the regular monthly meeting held in April and a special meeting held on April 18th were previously made available to each commissioner. All changes/corrections that were requested have been reflected. The board accepted the minutes as presented.

Treasurers/Business Manager's Report: Angela Hemphill presented to the Board the budget versus actual report ending April 30th. She also presented the analysis reports relaying current year to date property tax and sales tax revenue received as of May 24th compared to previous years. **The board acknowledged the report given.** The board discussed the auditor's suggestion of an additional bank account to receive and expense debt service funds. Commissioner Wagner asked Commissioner Shirley-Menzel to add to the next meeting's agenda for consideration of action.

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

Chief Brinkkoeter gave the monthly Operational Report.

There was discussion over status zero statistics along with missed calls. Chief Brinkkoeter informed the board of the status of the Squad that is still under construction at the Pierce Florida manufacturing facility. He also informed the board of the status of the current paramedic students as well as the three that are continuing to work on obtaining their certifications from last year's group. He stated that Canyon Lake is already having increased activity since the failure of the Lake Dunlap dam and that Comal County Water Oriented Recreation District (WORD) has verbally indicated they would support increased use of Marine 53 and staffing of it.

Committee Reports

Apparatus Committee:

Commissioner Bowen stated that there was nothing new to report.

Community Outreach:

Discussion took place regarding the Citizen's Fire Academy Alumni group. Commissioner Shirley-Menzel reached out to Commissioner Hayes of ESD 2 and set meeting with group leadership to discuss public outreach needed. Suggestions were to survey the Alumni that would like to continue to be involved and utilize them for public education as community advocates.

Community Paramedicine Program:

Chief Kludt was absent due to attending training in San Antonio. Commissioner Bowen informed the board that HB 3307 related to ESD's providing non-emergency services such as Community Paramedicine passed successfully through the House however was unable to find a Senator to represent it at the Senate level. She stated that both boards need to work with Senator Campbell's office starting now and over the next two years gaining support at the next legislative session. Chief Brinkkoeter stated that Ms. Billieter, the Community Health Paramedic, will be office out of Station 55.

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of May 24th, 2019

Regular Monthly Meeting

Compensation Committee:

Commissioner Wagner stated that there was nothing new to report.

Interlocal Agreement:

Mrs. Hemphill stated that ESD 2 has appointed Commissioner Whitcomb and Dishman to represent their district when discussing the renewal of the Interlocal agreement. She will send out an email to the respective commissioners for each board obtaining their availability to hold an initial meeting related to negotiating the renewal of the agreement.

Strategic Planning Committee:

The board discussed and agreed that the districts should postpone a Strategic Planning session until early next year due to the expiration of the current Interlocal Agreement occurring this year with the emphasis being placed on the creation of a new 5 year Interlocal Agreement between ESD 2 and ESD 3 to take effect on January 1st. Then a new strategic plan could be created which included the provisions of the new interlocal agreement.

NEW BUSINESS

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON A STATUS REPORT REGARDING THE 86TH LEGISLATIVE SESSION:

Senate Bill 2, House Bill 3307 and HB 2748.

Mrs. Hemphill gave a brief summary of each and stated that once the session has adjourned, she will bring the final outcome of each to the next meeting.

COMMENTS:

Commissioner Gill asked the board to consider discussing a contingency plan for the replacement of a commissioner in the event of an unexpected absence that will remove that commissioner indefinitely. The board discussed however ultimately agreed that the appointment of Commissioners is the duty of the County Commissioners of Precinct 1 and Precinct 4 for Comal County.

Announcements:

No announcements were made.

Next Meeting: June 14th @ 09:00 AM at Canyon Lake Fire/EMS Station 51 – Training Room.

Adjournment: Meeting Adjourned at 1:08 PM.