

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of June 17th, 2020

Regular Monthly Meeting

The following commissioners were present: **Holly Gill, Alan Stahlman, Susan Shirley-Menzel and Don Wagner**. Commissioner Jane Bowen was not in attendance. Fire Chief Darren Brinkkoeter, EMS Division Chief Brandon Kludt, Assistant Fire Chief Robert Mikel, Battalion Chief Jeff Kahanek and 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 Commissioner Shirley-Menzel that the meeting notice was posted in compliance with Government Code 551.041 and 551.043**. She affirmed.

Citizen's Comments: No citizens were present at this meeting.

Approval of Minutes: Minutes of the regular monthly meeting held in May and a special meeting held on June 1st were emailed to the board for review prior to the meeting. There were requested changes/corrections made. The board accepted both sets of minutes as revised.

Treasurers/Business Manager's Report: Angela Hemphill presented to the Board the report containing 2020 Budget versus Actual as of month end May. She also presented the analysis reports relaying current year to date property tax and sales tax revenue received as of June 17th compared to previous years. Discussion took place over possible budget amendments to be presented at a future meeting. **The board acknowledged the report given.**

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

EMS Division Chief Brandon Kludt presented the monthly Chief's Report. Chief Brinkkoeter updated the board on the current state of our region related to the Coronavirus (COVID19). He stated that the department is still only utilizing one Infectious Disease Response Units (IDRU's) now that our contractual obligations with Comal County Water Oriented Recreation District for the additional units we staff down River Road on holiday and summer season weekends has begun. The calls related to COVID-19 are still occurring but the department has not been overwhelmed by them. Commissioner Gill asked about the response plan for calls and Chief Brinkkoeter explained the changes made temporarily due to COVID-19 in order to protect the staff from possible exposure. He stated the department has been able to maintain appropriate levels of Personal Protective Equipment (PPE) currently but indicates that the change in response plan probably contributes to reduction in use of the PPE. Chief Brinkkoeter also explained that the district created its incident action plan (IAP) with WORD in order to adequately serve the community but also its visiting tourists down River Rd. The two remaining personnel needing to test with National Registry are still awaiting testing sites to become open in order to schedule their next test. Commissioner Stahlman commended the crews that had to respond to a call on his property stating they did an excellent job.

Committee Reports

Apparatus Committee:

Chief Brinkkoeter informed the board that the tentative in-service date for Truck 51 will be in July. The Type 3 Engine awarded through TIFMAS is still being equipped as there was a delay in receiving some equipment items ordered. He then stated that there was nothing additional to report.

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Audit Committee:

Mrs. Hemphill stated that the FY19 approved report was submitted to the County Auditor and is on the Commissioners Court Agenda for presentation and approval along with all other Comal County ESD's on Thursday, June 18th. The audit report expressed an unmodified opinion on the District's December 31 2019 financial statements and report. The Board congratulated and thanked Ms. Hemphill for the quality of her work as business manager in achieving this audit result.

Budget / Finance Committee:

Mrs. Hemphill presented data related to future Sales Tax revenue for FY20 in the event there is a negative impact to these receivables from the current COVID19 pandemic. Chief Brinkkoeter and she explained tentative changes to future budgeted expenses in the event there is a decrease to revenue. She then reviewed the new process for the Truth in Taxation process and requested a date be discussed to conduct the FY21 Budget Workshop. The board agreed that Thursday, July 30th at 5PM worked for all commissioners.

Building Committee:

Commissioner Stahlman summarized what the construction status was for Stations 54 and 56. Discussion over the installed soffit and venting system occurred. The well information for Station 54 was requested by Commissioner Stahlman.

Community Outreach:

Commissioner Shirley-Menzel stated the committee did have a pre-scheduled meeting however they agreed to cancel due to the increase in COVID19 cases currently.

Community Paramedicine Program:

Chief Kludt reported that Ms. Alexander was looking into ways to continue to serve the community with remote classes i.e. CPR and that there was nothing additional to report on this item.

Compensation Committee:

Mrs. Hemphill stated that the department has completed a salary survey and currently working on a proposed pay structure revision to present to this committee in July prior to the Budget Workshop.

Strategic Planning Committee:

Commissioner Gill stated that there was nothing new to report however we need to consider dates later this year in order to be able to work on goals for the leadership staff of the department.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

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CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PROMMISSORY AGREEMENT BETWEEN PERSONNEL AND COMAL COUNTY ESD No. 3 RELATED TO FUNDING OF EDUCATION OPPORTUNITIES:

Mrs. Hemphill reviewed the changes made to the district's promissory agreement and stated that ESD 3 legal counsel, Ken Campbell, has reviewed and given his approval. The board discussed and then Commissioner Gill moved to approve the proposed promissory agreement as presented. Commissioner Shirley-Menzel seconded and all commissioners approved.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED INVOICE FROM ESO Software (EMS and Fire Records Management System) totaling \$12,139.29:

Mrs. Hemphill stated that this was a planned expense included in the current budget and request approval to process payment. Commissioner Gill moved to approve the purchase from ESO for records management system totaling \$12,139.29. Commissioner Shirley-Menzel seconded and all commissioners approved.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED EQUIPMENT BEING DECLARED SURPLUS/SALVAGE: 3 POWER UNITS, 2 STRAINERS AND 11 OFFICE CHAIRS

Chief Brinkkoeter explained the items, the reason they were surplus and requested the district declare them surplus. Commissioner Gill moved to declare the proposed items, 3 power units, 2 strainers and 11 office chairs as surplus equipment. Commissioner Shirley-Menzel seconded. All commissioners approved.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED AGREEMENT BETWEEN COMAL COUNTY ESD NO. 3 AND RENE BATES AUCTIONEERS FOR AUCTIONING OF SURPLUS EQUIPMENT (2016 Evinrude 40HP Motor, 2008 Patten 14' Inflatable Raft with 1998 Mercury 40HP Motor, 3 Power Units, 2 Strainers and 11 office chairs):

Mrs. Hemphill stated that Rene Bates has filed the Form 1295 with Texas Ethics Commission for this proposed agreement. Commissioner Gill moved to authorize Chief Brinkkoeter to sign the proposed agreement to conduct the auction for surplus equipment on the district's behalf. Commissioner Shirley-Menzel seconded and all commissioners approved.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR ANNUAL NFPA 1582 MEDICAL/PHYSICAL EVALUATIONS TO BE COMPLETED BY LIFE SCAN WELLNESS CENTERS FOR 31 PERSONNEL TOTALING \$16,275.00:

Chief Mikel reviewed the policy related to the NFPA 1582 and the difference between our current medical/physical and the proposed medical/physical under Life Scan. The cost is higher however the tests involved are much more applicable to our profession allowing for early intervention for the personnel in the event a medical condition/ailment is found. Mrs. Hemphill stated that this is within budget for the amount proposed. Some discussion over the tests involved and how the selection process would be for personnel occurred between the Chiefs and the board. This purchase order would result in one half of our staff being tested in the current year, and the other half next year. The plan would be that one half of the staff would receive these comprehensive evaluations every year. Commissioner Gill moved to approve the proposed purchase order for annual NFPA 1582 Medical/Physical evaluations by Life Scan Wellness Centers for 31 personnel totaling \$16275.00. Commissioner Shirley-Menzel seconded. All commissioners approved.

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COMMISSIONER COMMENTS:

No comments were made.

Announcements:

Reminder – FY21 Budget Workshop to be held July 30th @ 5:00PM

Next Meeting: July 14th, 2020 at 5:30PM

Adjournment: Meeting Adjourned at 7:26 PM.