

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3
MINUTES of December 16th, 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, EMS Division Chief Brandon Kludt 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: No citizens were present.

Approval of Minutes: The minutes of the regular monthly meeting held in November were previously made available to each commissioner by email. Changes/corrections that were requested have not been made so the board tabled the approval until the next meeting.

Treasurers/Business Manager's Report: Angela Hemphill presented to the Board the budget versus actual report ending November 30th. She also presented the analysis reports relaying current year to date property tax and sales tax revenue received as of December 16th compared to previous years. **The board acknowledged the report given.**

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

EMS Division Chief Brandon Kludt presented the monthly Operational Report. Chief Brinkkoeter informed the board that interviews for the hiring process held in November have taken place and that eleven candidates have been given contingent offers. They all have started their pre-employment medical/physicals and should be able to give the official offers of employment by the end of the week. Their academy will start on January 6th as planned. The Assistant Chief Notice was posted and we have received a few potential candidates as of the meeting. The last date for application submission for that process is December 20th. He reminded the board of the ISO classification change from a 4 to a 2 occurring as of January 1st, 2020. He will be pushing this information out through the website and the district's social media sites soon attempting to inform the residents.

Committee Reports

Apparatus Committee:

Chief Brinkkoeter relayed that the final inspection for the aerial truck has been moved further into January, that official dates have not been set. The TIFMAS truck will be ready for inspection early February.

Audit Committee:

Commissioner Wagner asked Mrs. Hemphill to request a proposal to conduct the 2019 Financial Audit from ABIP for consideration at the January board meeting. She acknowledged.

Budget & Finance:

Mrs. Hemphill stated that the committee met to discuss the proposed amendment to the budget. After reviewing income and expenses the only amendment necessary would be the expense for the aerial truck purchased earlier in the year. There was discussion about the proposed amendment. **Commissioner Bowen moved to approve the proposed amendment to line item 405 Apparatus in the 2019 Approved Budget increasing it to \$1,429,650. Commissioner Stahlman seconded and all commissioners approved.**

Building Committee:

Commissioner Stahlman gave updates to the construction status of both Station 54 and 56. Mrs. Hemphill stated that DVO is currently running the numbers to see if including the additional land that Mrs.

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Pantermuehl agreed to trade and/or sell would be sufficient to remove the Storm Filter System that TCEQ is requiring.

Community Outreach:

Commissioner Shirley-Menzel stated there was nothing new to report and that a meeting with the committee members has been scheduled for Tuesday, December 17th.

Community Health Paramedicine Program:

Chief Kludt stated that the STRAC Agreement for participation in certain programs available to Community Health Programs has been approved by STRAC and Ken Campbell, Canyon Lake Fire/EMS attorney, for execution. The next meeting will be held January 28th in which Ms. Billeiter and he will present to the board of directors for CLFEMS, Inc. some of the programs they would like to join. All programs have revenue associated with them.

Compensation Committee:

Commissioner Wagner stated that the board would enter into executive session pursuant to Section 551.074 of the Texas Government Code to consider and discuss the evaluation of the 2019 Job performance and goals of the Canyon Lake Fire/EMS Fire Chief and Business Manager. No action will be taken during this closed session. Time was 7:12PM.

Meeting reconvened at 8:18PM. Commissioner Wagner stated that the district will now re-enter into open meeting; no action was taken during the closed session.

Commissioner Gill moved to approve an increase in the annual salary for the Fire Chief and Business Manager to \$141,135.00 and \$107,160.00 respectively, beginning January 1, 2020. Commissioner Bowen seconded and all commissioners approved. Motion carried.

NEW BUSINESS

Consider, discuss and take appropriate action on the proposed purchase order for Target Solutions online training/records management system totaling \$7,131.80:

Chief Brinkkoeter stated that this is the online continuing education software utilized for both Fire and EMS training. Mrs. Hemphill stated that this was a 5 year agreement that she believes is on its last year.

Commissioner Shirley-Menzel moved to approve the proposed purchase order for Target Solutions online training and records management system totaling \$7,131.80. Commissioner Bowen seconded. All commissioners approved.

Consider, discuss and take appropriate action on proposed purchase order for 5 sets of bunker gear through Dooley Tackaberry totaling \$12,958.25:

Chief Brinkkoeter stated that this purchase was within budget and part of the current replacement program. **Commissioner Gill moved to approve the proposed purchase order for 5 sets of bunker gear through Dooley Tackaberry totaling \$12,958.25. Commissioner Shirley-Menzel seconded and all commissioners approved.**

Consider, discuss and take appropriate action on proposed purchase order for bunker gear racks through Gear Grid totaling \$8,881.00:

Chief Brinkkoeter stated that there were funds available under Station Furniture, Fixtures and Equipment that he would like to utilize to outfit Stations 52 and 53 with gear racks similar to Station 55 and 51. The board discussed the request. **Commissioner Stahlman moved to approve the proposed purchase order for bunker gear racks through Gear Grid totaling \$8,881.00. Commissioner Shirley-Menzel seconded. All commissioners approved except Commissioner Gill abstained.**

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Consider, discuss and take appropriate action on proposed purchase order for repairs on Engine 4907 through Siddons Martin Emergency Group totaling \$9,156.61:

Chief Brinkkoeter stated that after further review of the proposed repairs some items are not needed and the amount is now within his authority and board approval is not necessary. The board took no action on this item.

Consider, discuss and take appropriate action on the proposed Memorandum of Understanding for CAD interface between Comal County Sherriff's Office and Comal County ESD No. 3:

Chief Brinkkoeter stated that this was the first step in moving towards getting call information automatically entered into our software from their software. **Commissioner Gill moved to approve the proposed MOU for CAD Interface between Comal County Sherriff's Office and Comal County ESD No. 3 and authorized Chief Brinkkoeter to sign on behalf of the district. Commissioner Shirley-Menzel seconded. All commissioners approved.**

COMMENTS:

Commissioner Shirley-Menzel asked that Chief Kludt look into a situation that was posted on Next Door related to Resolute Hospital not taking certain insurances causing residents to have to pay out of network costs versus in network. It was also asked to report how often we actually transport to Resolute.

Announcements:

No Announcements were made

Next Meeting: January 15th at 5:30PM

Adjournment: Meeting Adjourned at 8:37PM.