

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of November 20, 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, Battalion Chief Jeff Kahane 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 October were previously made available to each commissioner by email. All changes/corrections that were requested have been reflected. The board accepted the minutes as revised.

Treasurers/Business Manager's Report: Angela Hemphill presented to the Board the budget versus actual report ending October 31st. She also presented the analysis reports relaying current year to date property tax and sales tax revenue received as of November 20th compared to previous years. **The board acknowledged the report given.** Mrs. Hemphill informed the board of a change in carriers for the district's Workers Compensation policy which will account for a decrease in annual premiums of approximately \$20,000.

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

EMS Division Chief Brandon Kludt presented the monthly Operational Report. Chief Brinkkoeter informed the board of the assistance given to New Braunfels Fire Department related to the Wurstfest Fire. The current hiring process was held on the 16th and 17th at Canyon Lake High School. There were over 30 eligible candidates that participated in the written exam, of those 21 moved onto the physical ability test of which 19 were successful and will be participating in the interviews that are currently scheduled for December 2nd and 3rd. He then stated that the Assistant Chief notice to hire has been posted with the Texas Commissioner on Fire Protection until December 20th. He then stated that the Fire and EMS Safety Information Guide should be out to all by next Wednesday. Commissioner Gill asked about the onboarding process and Chief Kludt summarized the plan for the orientation process for the new hires that will start on January 6th.

Committee Reports

Apparatus Committee:

Chief Brinkkoeter gave the status of the TIFMAS truck arriving the last week of January or first week of February. The aerial ladder should be ready for inspection by January 7th.

Audit Committee:

Commissioner Wagner stated that there was nothing new to report.

Budget & Finance:

Mrs. Hemphill stated that the committee will meet before the next monthly meeting to review possible budget amendments for the 2019 budget.

Building Committee:

Mrs. Hemphill informed the board that Seidel Construction has started site work for Station 56 and been given a Notice to Proceed for Station 54 now that TCEQ has issued their permit for the project. She stated that the committee is currently working with AGCM and BRW on removing the requirements that TCEQ has imposed for the Station 54 as they have a possible \$45,000 cost associated with them.

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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 of the recent meeting(s) with Commissioner Hayes of ESD 2 and Mrs. Dishman of the Citizen's Fire Academy Alumni, Lt. Mike Vayo, and Juanita Billeiter and all that was discussed. They agreed that the coloring/art contest with the elementary schools was a success and will plan to do it again next year. She stated that they are trying to incorporate ways to utilize the Citizen's Fire Academy Alumni.

Community Health Paramedicine Program:

Chief Kludt stated that we are waiting on guidance from Ken Campbell, CLFEMS, Inc. legal counsel on a proposed agreement with STRAC related to Community Health Paramedic Program and providing services to patients of Hospice and Insurance Programs members that live within the community. This is potential revenue that would allow the contributions drive funds to be used for other needs of the department.

Compensation Committee:

Commissioner Wagner stated that he and Commissioner Gill met with Mrs. Hemphill and Chief Brinkkoeter to review the proposed Vacation Policy. Mrs. Hemphill relayed the proposed changes to the policy stating that these changes would make us comparable to the standard benefits given by other Fire Departments. The board discussed the proposed changes. **Commissioner Shirley-Menzel moved to approve the proposed Vacation Policy. Commissioner Gill seconded and all commissioners approved.** Commissioner Wagner also reported that he and Commissioner Gill would meet in the next month to determine recommendations to the Board for 2020 compensation of Fire Chief Brinkkoeter and District Business Manager Hemphill.

OLD BUSINESS

Consider, discuss and take appropriate action on election process, GCP & Associates consulting and open voting centers:

The board discussed the use of the consulting firm in relation to the election results. It was decided that the district needs to look at getting feedback from the community regarding satisfaction with our performance as a Department.

NEW BUSINESS

Consider, discuss and take appropriate action on the proposed rental agreement between ATC Ponderosa K LLC and Comal County ESD No. 3 for the Startzville Radio tower use:

Mrs. Hemphill stated that American Towers has re-proposed the agreement and has completed the required Form 1295 through the Texas Ethics Commission. **Commissioner Stahlman moved to approve the agreement between ATC Ponderosa K LLC and Comal County ESD No. 3 for rental of the Startzville Radio Tower. Commissioner Shirley-Menzel seconded. All commissioners approved.**

Consider, discuss and take appropriate action on proposed purchase order for 30 replacement training room chairs totaling \$7,926.50 through Texas Wilson:

Mrs. Hemphill stated that the purchase was included in the 2019 budget. The board discussed the proposed chair and location of vendor that was selected for the purchase. **Commissioner Gill moved to approve the proposed purchase order for 30 replacement chairs totaling \$7,926.50 through Texas Wilson, conditional upon District administration physically inspecting the exact model chair they propose to purchase. Commissioner Shirley-Menzel seconded and all commissioners approved.**

COMMENTS:

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No comments were made.

Announcements:

Commissioner Wagner reminded the board of the annual Christmas party scheduled for Friday, December 13th at 6PM and stated that it would be held at the Vintage Oaks Clubhouse.

Next Meeting: December 16th at 5:30PM

Adjournment: Meeting Adjourned at 7:31PM.