

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3  
MINUTES of November 18<sup>th</sup>, 2020  
Regular Monthly Meeting

The following commissioners were present: **Holly Gill, Susan Shirley-Menzel, Jane Bowen and Don Wagner**. Fire Chief Darren Brinkkoeter, Assistant Fire Chief Robert Mikel and Business Manager Angela Hemphill were also in attendance. EMS Division Chief Brandon Kludt and Commissioner Alan Stahlman were absent for this meeting.

**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 October along with the special meeting minutes were not available. The board tabled accepting the minutes until the December meeting.

**Treasurers/Business Manager's Report:** Angela Hemphill presented to the Board the report containing 2020 Budget versus Actual as of month end October. She also presented the analysis reports relaying current year to date property tax and sales tax revenue received as of November 18<sup>th</sup> compared to previous years. **The board acknowledged the report given.**

**Presentation of C.L. FIRE/EMS Status Report**

Fire Chief Darren Brinkkoeter presented the Chief's Report to the board. He presented an update on the status of the ISO evaluation along with where Stations 54 and 56 were at in their respective construction phases. He relayed that station 56 personnel moved in on October 8th and have had multiple calls since that time. Chief Mikel and he explained the possible opportunity the department is pursuing through TEEEX out College Station where we will be a satellite facility of their Paramedic Program allowing for us to proceed with placing our own staff within this program. TEEEX is working with Christus New Braunfels as well in order for the students in the program to complete clinical rotations at their location. He stated that the Quartermaster position has been posted and resumes are being received. The board acknowledged.

**Committee Reports**

**Apparatus Committee:**

Chief Brinkkoeter stated that specifications for an additional Tender are being developed and then a meeting should occur with the committee.

**Audit Committee:**

Commissioner Wagner stated that there was nothing to report and requested Mrs. Hemphill to request a proposal from ABIP for consideration at the December meeting.

**Budget / Finance Committee:**

Mrs. Hemphill presented the proposed budget amendments to fiscal year 2020 budget. The board discussed. **Commissioner Gill moved to approve the proposed amendments as presented. Commissioner Bowen seconded and all commissioners approved.**

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**Building Committee:**

Chief Brinkkoeter informed the board of the status of Station 56's bay floors being completed. All overhead and four folds doors are installed but the electrical portion is being completed. Cabinetry was delayed for Station 54 however has since arrived and currently being installed. Station 54's landscaping is currently being worked on.

**Community Outreach:**

Commissioner Shirley-Menzel summarized that the department delivered its Fire Prevention public relation supplies to the schools and they distributed to the students. Rebecca Creek Elementary was the only school that allowed us to deliver directly and give an educational presentation to the students.

**Community Paramedicine Program:**

Chief Kludt was absent for this meeting; nothing was reported on this item.

**Compensation Committee:**

Commissioner Wagner stated that the board would enter into executive session pursuant to Section 551.071 of the Texas Government Code to consult with ESD 3 legal counsel. No action will be taken during this closed session. Time was 6:17PM.

Meeting reconvened at 6:58PM. Commissioner Wagner stated that the district will now re-enter into open meeting; no action was taken during the closed session.

**Strategic Planning Committee:**

Commissioner Bowen stated that this committee met to discuss process for next planning session that will occur early next year.

**OLD BUSINESS**

There was no old business to discuss.

**NEW BUSINESS**

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED AMENDMENT, INCREASING AUTHORIZED AMOUNT FROM \$17,003.70 TO \$19,179.45 UNDER PO # 102220-3 ISSUED TO SIDDONS MARTIN FOR TRUCK 51 REPAIRS:**

Chief Mikel informed the board that Siddons final estimate received was more than what was approved by the board at the previous month's board meeting. He is asking for the board to authorize an amendment to that PO increasing it from \$17,003.70 to \$19,179.45. These additional costs are covered by insurance. **Commissioner Shirley-Menzel moved to approve the request for increase to PO #102220-3 issued to Siddons Martin for Truck 51 repairs. Commissioner Bowen seconded and all commissioners approved.**

**COMMISSIONER COMMENTS:**

No comments were made

**Announcements:**

Annual Christmas Party – December 4<sup>th</sup>, 6:30PM @ Canyon Lake Cabins and Cottages

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**Next Meeting:** December 17<sup>th</sup>, 2020 at 1:30PM @ Station 51

**Adjournment:** Meeting Adjourned at 7:10 PM.