

**EMERGENCY SERVICES DISTRICT No. 2
COMAL COUNTY, TEXAS
P. O. BOX 2140
Canyon Lake, Texas 78133**

Minutes of Regular Meeting April 20th, 2021

CALL TO ORDER: Tom Crossan, Commissioner, declared a quorum and called the meeting to order at 4:00 pm. Other commissioners present were: Jim Whitcomb, Francesca Hays, Kenneth Schein and Archie Dishman. Also present was Assistant Fire Chief Robert Mikel, EMS Division Chief Christopher Clapper and Angela Hemphill, Chief Financial Officer.

APPROVE/DISAPPROVE MINUTES OF PREVIOUS MEETING: The minutes of the regular meeting on March 25th had been emailed prior to the meeting. No changes/corrections were requested. **The board accepted the proposed regular minutes as presented.**

CITIZEN'S COMMENT:

There were no citizens present.

CHIEF'S REPORT: EMS Division Chief Christopher Clapper summarized the report distributed. Discussion over the information within the report occurred. The board requested that Chief Clapper include a prior year to year or month to month comparison in the next month's packet and that they really appreciated receiving the disposition information related to EMS calls. Ms. Hemphill stated that there was interest in the training building in Sattler and asked if the board was still interested in possibly selling it. President Crossan stated that he would meet with Chief Brinkkoeter before the next meeting and if there is no continued need for it, would ask Commissioner Whitcomb to add an agenda item to consider the sale of the property. The board acknowledged the report as given.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE USAGE OF SURPLUS AMBULANCE AS A TRAINING TOOL FOR THE UPCOMING TEEEX PARAMEDIC PROGRAM:

Commissioner Whitcomb stated that Chief Brinkkoeter has requested the board consider not selling the surplus ambulance once returned by Frazer and instead allow it use during the upcoming Paramedic Program that starts May 3rd. Board discussion occurred. **Commissioner Whitcomb moved to approve the proposal to use the surplus ambulance as a training tool for the upcoming Paramedic Program. Commissioner Dishman seconded and all commissioners approved.**

UPDATE AND DISCUSS ACTIONS TO FORM INTERLOCAL AGREEMENTS WITH ESD'S 6 & 7 REGARDING PROVIDING SERVICES TO NEIGHBORING COMMUNITIES:

Commissioner Whitcomb informed the board that there hasn't been much movement on this topic. He is considering creating a white paper in order to further demonstrate the positive aspects of an Interlocal Agreement between the districts allowing for appropriate service delivery in a reduced time along with the insurance premium savings that the residents would receive. He intends on submitting one to the ESD 6 board for their review and further discussion.

CONSIDER, DISCUSS, AND TAKE APPROPRIATE ACTION ON THE PROPOSED RECRUITMENT AND SELECTION OF A NEW BOOKKEEPER FOR 2021 BOOKKEEPING SERVICES:

Ms. Hemphill stated that the district received one resume related to the bookkeeper position for ESD 2. Commissioner Whitcomb requested this item be tabled until next month's meeting allowing for Commissioner Dishman and Ms. Hemphill to meet with/interview the candidate.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE SERVICE AGREEMENT BETWEEN COMAL COUNTY ESD NO. 2 AND (TBD) CANDIDATE FOR 2021 BOOKKEEPING SERVICES:

The board discussed the agreement as proposed. Commissioner Crossan requested one change to section 1.2.2. **Commissioner Whitcomb moved to approve the agreement as presented with the one change to section 1.2.2 as requested by Commissioner Crossan. Commissioner Schein seconded. All commissioners approved.**

COMMUNITY OUTREACH UPDATE:

Commissioner Hays stated that there wasn't nothing new to report.

RECEIVE REPORT FROM THE TREASURER AND CONSIDER TAKING RELATED ACTION INCLUDING APPROVAL OF MONTHLY BILLS, INVOICES AND THE FINANCIAL REPORT:

Archie Dishman distributed copies of the Treasurer's Report. Included in the report were accounts balances at month end along with ESD No. 2 Ad Valorem Tax Receipts comparison 2005 thru 2020. **The board acknowledged the report given by Commissioner Dishman.**

Commissioner Dishman stated that there were 5 claims to be approved for payment:

ESD 3	May Allocation	\$284,009.81
VFIS	Quarterly Premiums	\$1,019.00
Frazer	Parts for Medic Units	\$250.31
Route 1	Medic 57 Laptop	\$3,249.00
Quad Med	Stat Pack Replacements x 6	\$3,688.57

Commissioner Dishman moved to approve payment for claims submitted and Commissioner Schein seconded. All commissioners approved; motion carried.

COMMISSIONER COMMENTS:

No comments were made.

SECRETARY PRESENTATION OF COMMUNICATIONS RECEIVED:

Commissioner Whitcomb stated that no items were received.

IDENTIFY ITEMS FOR THE March MEETING:

Bookkeeper Discussion, Audit Report Approval

NEXT MEETING:

Regular monthly meeting - Thursday, May20th at 4:00PM - Canyon Lake Fire/EMS Station 51 Or Tye Preston Library if Open

ADJOURN: Meeting adjourned at 5:03PM