

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of June 14th, 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: **Jane Bowen, Susan Shirley-Menzel, Alan Stahlman, Holly Gill and Don Wagner**. Fire Chief Darren Brinkkoeter, EMS Division Chief Brandon Kludt, Community Health Paramedic Juanita Billeiter, Captain Chris Clapper 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 09:00 a.m., 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 May were previously made available to each commissioner. All changes/corrections that were requested have been reflected. Commissioner Shirley-Menzel had additional changes that she would like considered. The board tabled the acceptance of the minutes until the next board meeting.

Treasurers/Business Manager's Report: Angela Hemphill presented to the Board the budget versus actual report ending May 31st. She also presented the analysis reports relaying current year to date property tax and sales tax revenue received as of June 13th compared to previous years. **The board acknowledged the report given.** Mrs. Hemphill explained the final transition of the districts CD's with Security State Bank and Trust stating that the final two are being transitioned to the Jumbo Growth 1 year Certificates of Deposit. She also stated that the district will now be receiving the interest from the CD's through direct deposit into the General Fund versus paper check from the bank.

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

Chief Kludt gave the monthly Operational Report. Discussion regarding response times for the two new districts (Stations 54 & 56) took place and that reporting has started for responses within those areas to be ready when finally working stations. Chief Kludt stated that there has been changes to the availability of air medical providers for our area, with closest one now being based out of Seguin instead of New Braunfels. He also stated that ESD 2 is awaiting legal counsel guidance prior to implementing the Whole Blood initiative through STRAC. Chief Brinkkoeter stated that the 6 personnel currently attending Paramedic school are starting the clinical portion of the program. Chief Brinkkoeter also reported that 3 personnel from the last paramedic class have not yet passed the state licensing examination. Chief Kludt stated that the district recently completed Ultra Sound training, Cyano Kit training for possible smoke inhalation victims as well as under water sonar training on Marine 53.

Committee Reports

Apparatus Committee:

Chief Brinkkoeter stated that he along with 2 additional personnel just completed the final inspection of the Squad that has been under construction in Florida. There was a weight issue and some modifications had to occur but the truck should be delivered before the next monthly meeting.

Audit Committee:

Commissioner Wagner stated that the district officially submitted its Financial Audit for FY 2018 on May 30th to the County Auditor/Commissioners Court complying with Health Safety Code Chapter 775.082.

Budget & Finance:

Mrs. Hemphill informed the board that Senate Bill 2 did pass and will take effect January 1, 2020. She relayed that it will not affect the budget creation and Truth and Taxation process for 2019.

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Building Committee:

Commissioner Stahlman stated that the district has started negotiations with the top ranking General Contractor from the bidding process for Stations 54 & 56. He also relayed that the committee will be meeting with BRW on June 17th to discuss the projects as they stand and some of the delays that are occurring. Commissioner Stahlman informed the board that there would likely be a 45-90 delay with TCEQ due to the Civil Engineers failing to submit permit applications. Mrs. Hemphill distributed copies of the information regarding the Davis Bacon Act and its associated wages relaying that the district will need to adopt that as its prevailing wages for the General Contractor to utilize during the extent of the projects. The board discussed and **Commissioner Shirley-Menzel moved to approve the Davis Bacon prevailing wages as proposed. Commissioner Gill seconded and all commissioners approved.**

Mrs. Hemphill stated that per Ken Campbell, ESD 3 legal counsel, we can either conduct a RFQ process to bring on a materials testing firm for the construction of Stations 54 & 56, or can deem the existing materials testing firm as most qualified. **Commissioner Stahlman moved to select Terracon (the existing firm) as most qualified to provide materials testing during the construction of Stations 54 & 56. Commissioner Bowen seconded and all commissioners approved.**

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED AGREEMENT FOR CONSTRUCTION MANAGEMENT OVERSIGHT BETWEEN COMAL COUNTY ESD No. 3 AND AGCM, Inc:

Commissioner Stahlman stated that Ryan Rosborough of AGCM has agreed to work with the district and its personnel during the construction phase of future Stations 54 and 56. He asked that the board table this until next month's meeting when a formal proposal and contract has been received.

Community Outreach:

Commissioner Shirley-Menzel has not been able to reach out to Commissioner Hayes of ESD 2. Hoping to meet with him before the next monthly meeting.

Community Paramedicine Program:

Chief Kludt introduced Juanita Bellieter, Canyon Lake Fire/EMS's Community Health Paramedic. She gave a brief background of her work experience. She will be teaching "Stop the Bleed" next week at the library. The board welcomed her to the district and the community. Chief Kludt then gave the Presentation that he made for the Safe D Conference earlier this year. The Commissioners thanked him for his presentation and indicated they had learned more about the program from it.

Compensation Committee:

Commissioner Wagner stated that there was nothing new to report.

Interlocal Agreement:

Commissioner Bowen stated that due to the committees for ESD 2 and 3 and their availability, a meeting will not occur until July 9th. The committee should be able to give a status report at the next monthly meeting.

OLD BUSINESS

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON A STATUS REPORT REGARDING THE 86TH LEGISLATIVE SESSION:

Senate Bill 2, House Bill 3307 and HB 2748.

Commissioner Wagner stated that the board already discussed Senate Bill 2 earlier in the meeting and that HB 3307 and HB 248 did not pass so they will not affect the district going forward.

NEW BUSINESS

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CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR LOOSE EQUIPMENT TOTALING \$8,053.00 THROUGH METRO FIRE:

Chief Brinkkoeter stated that he was presented an opportunity to save on the previous purchase for rescue equipment already approved by the board that would save a little more than the purchase being requested today so he accepted it. With that savings, he asked the board to authorize the purchase of the proposed additional loose equipment. **Commissioner Stahlman moved to approve the proposed purchase order for loose equipment totaling \$8,053.00 through Metro Fire. Commissioner Shirley-Menzel seconded and all commissioners approved.**

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR A ZODIAC FC420 TOTALING \$27,523.98 AND BOAT MOTOR TOTALING \$6,107.98 THROUGH TRIAD MARINE:

Captain Chris Clapper gave presentation regarding this purchase explaining the need by the district for this additional boat. He also relayed the need for the secondary motor in order to have consistency between boats. He stated the intent would be to sell the Zumro the district currently owns once the second Zodiac has been delivered and placed into service. Discussion took place between Cpt. Clapper, Chief and the board. Commissioner Bowen stated that the apparatus committee has discussed this and agrees with the request to purchase and that this was budgeted for purchase this year **Commissioner Shirley-Menzel moved to approve the purchase order for a Zodiac FC420 totaling \$27,523.98 and boat motor totaling \$6,107.98 through Triad Marine. Commissioner Bowen seconded. All commissioners approved.**

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED AIA DOCUMENT A101-2017 STANDARD AGREEMENT FOR THE CONSTRUCTION OF STATIONS 54 AND 56 BETWEEN COMAL COUNTY ESD NO. 3 AND SEIDEL CONSTRUCTION, INC.:

Commissioner Stahlman asked the board to table this item as the district is still under negotiations with the General Contractor. Item tabled until the next meeting.

COMMENTS:

No comments were made.

Announcements:

Commissioner Shirley-Menzel stated that Tom Kelley, citizen of River Chase and member of the Canyon Lake Fire/EMS Citizen's Fire Academy Alumni has passed away. His family had requested that in lieu of flowers, donations be made to the fire department in his memory. The district has received almost \$1000 in which the Fire Chief would like to use to purchase a piece of equipment to go on the Ladder Truck as a way to honor him.

Next Meeting: July 12th @ 09:00 AM at Canyon Lake Fire/EMS Station 51 – Training Room.

Possible special meeting on the 28th of June at 10AM – email will go out if meeting is to occur.

Adjournment: Meeting Adjourned at 12:17 PM.