

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

**Minutes of Regular Meeting May 20<sup>th</sup>, 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 and Archie Dishman. Also present was Fire Chief Darren Brinkkoeter, Assistant Fire Chief Robert Mikel, EMS Division Chief Christopher Clapper and Angela Hemphill, Chief Financial Officer. Desiree Moultrie with Moultrie Bookkeeping was also in attendance. Commissioner Kenneth Schein was not in attendance.

**APPROVE/DISAPPROVE MINUTES OF PREVIOUS MEETING:** The minutes of the regular meeting on April 20<sup>th</sup> had been emailed prior to the meeting. No changes/corrections were requested. **The board accepted the proposed regular minutes as presented.**

**CITIZEN'S COMMENT:**

Desiree Moultrie of Moultrie Bookkeeping, LLC was in attendance gave a brief background

**CHIEF'S REPORT:** Fire Chief Darren Brinkkoeter summarized the report distributed. Commissioner Crossan requested that any responses that were delayed or prolonged be reported with reasoning why and if there was any adverse outcome due to the delay. Chief Brinkkoeter informed the board of the current status of the Paramedic Program being hosted by the department. The board acknowledged the report as given.

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR AMBULANCE TOTALING \$242,988 THROUGH FRAZER:**

Chief Brinkkoeter stated that he was informed of a price increase for the medic units through Frazer that would be imposed soon. He requested the board considered submission of the 2022 purchase now versus waiting until later this year. The actual purchase and/or expense would not occur until 2022. President Crossan relayed his concern over future tax dollars being committed when the board has not started the budget development process. Discussion occurred between the board and Chiefs related to the proposed purchase order. **Commissioner Dishman moved to approve the proposed purchase order for ambulance totaling \$242,988 through Frazer. Commissioner Whitcomb seconded and all commissioners approved.**

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE PROPOSED SERVICE AGREEMENT BETWEEN COMAL COUNTY ESD NO. 2 AND SOUTH TEXAS BLOOD AND TISSUE CENTER:**

Chief Clapper informed the board of the proposed agreement stating that there was an adjustment to the term going to from one year to three years along with the cost per unit of blood increasing. The district does not pay for blood not utilized. **Commissioner Whitcomb moved to approve the proposed agreement contingent on the filing of the 1295 by South Texas Blood and Tissue Center. Commissioner Dishman seconded and all commissioners approved.**

**REVIEW, DISCUSS AND TAKE APPROPRIATE ACTION REGARDING HOUSE BILL 639 CURRENTLY PASSED BY THE HOUSE NOW WITH THE SENATE AND REQUIRES ESD SUPPORT TO MOVE IT FORWARD:**

Commissioner Whitcomb relayed the purpose of the bill and how it relates to the district specifically the department's Community Health Paramedic Program (CHPP). He emphasized the importance of this bill passing this session in order to provide services directly from the ESD versus the non-profit.

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

Commissioner Whitcomb stated that he submitted the white paper to the President of ESD 6 who was interested in further discussions. ESD 3 legal counsel is also ESD 6's legal counsel so the two boards are working out an agreement between them to move forward with discussions. It was discussed on whether ESD 2 should engage their legal counsel to also assist with development of an Interlocal Agreement. It was agreed upon and President Crossan indicated that he would reach out to Doug Young to discuss.

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE SERVICE AGREEMENT BETWEEN COMAL COUNTY ESD NO. 2 AND Desiree Moultrie of Moultrie Bookkeeping, LLC FOR 2021 BOOKKEEPING SERVICES:**

Mrs. Moultrie and the board discussed the details of the agreement. **Commissioner Dishman moved to approve the service agreement as proposed between Desiree Moultrie and Comal County ESD No. 2 for bookkeeping services for 2021. Commissioner Hayes seconded and all commissioners approved.**

**COMMUNITY OUTREACH UPDATE:**

Commissioner Hays stated that there wasn't nothing new to report except that the committee would be meeting soon

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE PROPOSED FY20 FINANCIAL AUDIT REPORT PREPARED BY RICK REED & ASSOCIATES AND AUTHORIZE SUBMISSION TO COMAL COUNTY COMMISSIONERS COURT:**

Commissioner Dishman stated that the firm is actively working on finalizing a report for review. He requested the board allow him interim authority to review and submit if the report is complete and accurate. **Commissioner Whitcomb moved to authorize Commissioner Dishman to review and approve the proposed report from Rick Reed & Associates, then submit to Commissioners Court on the district's behalf. Commissioner Hayes seconded. All commissioners approved.**

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

Archie Dishman discussed the Treasurer's Report with the board. **The board acknowledged the report given by Commissioner Dishman.**

Commissioner Dishman stated that there were 16 claims to be approved for payment:

ESD 3	June Allocation	\$284,009.81
Comal Appraisal District	3rd Q Fees	\$9,842.02
Stericycle	Medication Waste Disposal	\$138.00
Stryker	LP15 Cases / Stretcher Straps	\$924.94
Triple Peak	Unit 8234 Steering Issues/0050 Oil Change	\$1,013.54
Ranger Auto	Medic Unit Batteries / Genset Item	\$399.00
Sterling McCall Ford	Unit 2726	\$236,988.00
Take 5 Oil Change	Unit 7042 Oil Change	\$236.97
Checkered Flag	Unit 8234 Alignment	\$139.00
The Knox Company	MedVault Station 54	\$1,920.00
Lake & River Landscape	Lawn Care Central 4/19	\$70.00
Comal County Tax Office	Unit 2726/0050 Registration	\$15.00
BoundTree Medical	Vents x 8	\$47,200.00
Stryker	PM Lucas Agreement	\$499.80
QuadMed	Finger Probes x 9	\$168.21
Ace Hardware	Medic Repairs	\$28.78

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

**EXECUTIVE SESSION:**

Commissioner Crossan stated that the board would enter into executive session pursuant to Section 551.072 of the Texas Government Code to consider and discuss real property at 1708.

Reconvened at 1714.

Commissioner Whitcomb stated that no action was taken during the executive session.

**COMMISSIONER COMMENTS:**

Commissioner Crossan asked about the submission related to Eleanor Preston and Commissioner Whitcomb stated that it was accepted and that we are waiting response.

**SECRETARY PRESENTATION OF COMMUNICATIONS RECEIVED:**

Commissioner Whitcomb stated that no items were received.

**IDENTIFY ITEMS FOR THE June MEETING:**

Audit Report Approval, Interlocal Agreement Status

**NEXT MEETING:**

Regular monthly meeting - Thursday, June 20th at 4:00PM – Canyon Lake Fire/EMS Station 51 Or Tye Preston  
Library if Open

**ADJOURN:** Meeting adjourned at 5:22PM