

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of April 12th, 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: **Susan Shirley-Menzel, Alan Stahlman, Holly Gill and Don Wagner**. Commissioner Jane Bowen and Fire Chief Brinkkoeter were absent. Battalion Chief Jeff Kahane and 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 March were previously made available to each commissioner. All changes/corrections that were requested have been reflected. The board accepted the minutes as presented.

Treasurers/Business Manager's Report: Angela Hemphill presented to the Board the 2019 Budget versus Actual report for the 1st quarter. She also presented the analysis reports relaying current year to date property tax and sales tax revenue received as of April 11th compared to previous years. She then presented the ledger containing expenses related to the construction of Stations 54 and 56 where discussion took place by the commissioners related to the expenses. **The board acknowledged the report given.** She then presented the 1st Quarter Investment report for 2019.

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

Battalion Chief Jeff Kahane gave the Quarterly Operational Report.

Chief Kahane informed the board of the two structure fires that occurred back to back and mutual aid was called to assist. There were missed EMS calls during this time. The board discussed the need for the additional stations sooner than later in addition to the increased number of personnel. The board acknowledged the report given by Chief Kahane.

The board discussed that current lack of policies related to training and requested that Mrs. Hemphill work with the Fire Chief on the development of a training policy for their review and approval in the future.

Committee Reports

Apparatus Committee:

Commissioner Stahlman stated that there was nothing new to report.

Audit Committee:

Commissioner Wagner stated that the site work and initial discussion with the auditors has occurred however they have not completed a draft audit as of this meeting. Mrs. Hemphill stated that the committee will do a review and make necessary corrections and/or changes, then send out to the remainder of the board for review and consideration of approval at the May meeting. The board acknowledged.

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Budget / Finance Committee:

Mrs. Hemphill stated that there was one final check that needed to be re-issued for an employee, then the district would have no outstanding checks at that point and can finalize the closing of the Wells Fargo bank accounts. She also stated that she is still working on the details of adding the printed requirement of cashing the check within a certain timeframe and will advise once she has that information.

Building Committee:

Commissioner Stahlman stated that the committee is finalizing the bid specifications and drawings in order to go out for bid. Commissioner Wagner asked that the Board hold a special meeting if needed to formally approve the proposed construction documents even if all five commissioners are not able to attend, as long as there is a quorum. Mrs. Hemphill stated that Mr. Rosborough, the district's consultant through AGCM, Inc., has indicated that he should be receiving the documents to review by later this day and would let us know by Sunday, April 14th whether the district can conduct this special meeting.

Mrs. Hemphill and the board discussed the status of the two properties that are of interest for future fire stations. The building committee was tasked to meet with the agents for each property to research further if they are of benefit for service delivery.

Community Outreach:

Mrs. Hemphill stated the 8th annual Citizen's Fire Academy has concluded and that they attendee's comments were all positive. One participant suggested there was a Nurses Group that could do Rehab – BP's, fans, cool jackets, etc.

Community Paramedicine Program:

Chief Kludt was in Austin at the capital giving testimony in support of the House Bill 3307 relating to the provision of Community Paramedicine Programs and other services by Emergency Services Districts. Mrs. Hemphill stated that the hiring process for the community Paramedic position took place on March 26th. A contingent offer has been made and the candidate is completing the pre-employment requirements, looking at a possible May 1st start date due to this candidate needing to relocate from the North Texas area. President Wagner requested that Commissioner Shirley-Menzel take the co-chair position on this committee replacing Commissioner Gill as she will taking Commissioner Bowen's place on another committee. Commissioner Shirley-Menzel agreed.

Compensation Committee:

Commissioner Wagner stated that Commissioner Gill has agreed to take Commissioner Bowen's place as co-chair on this committee. Commissioner Gill spoke to her background with Officer training and proper documentation related to personnel.

Interlocal Agreement:

Mrs. Hemphill stated that there was nothing new to report. She stated that there would be a meeting between ESD 2 and ESD 3 in July regarding analytical data of current organizational statistics and each district's needs for the community going forward.

Strategic Planning Committee:

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Mrs. Hemphill stated that the board would push this year's strategic planning workshop to later in the year after the Interlocal Agreement has been finalized between ESD 2 and ESD 3.

NEW BUSINESS

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON A PURCHASE ORDER REQUEST FOR THE PURCHASE OF 31 HELMETS WITH GOGGLES AND UPGRADE TO THE DELUXE LEATHER COMFORT PACKAGE THROUGH DOOLEY TACKABERRY TOTALING \$8,447.77:

Chief Kahanek brought in his helmet for the board to put hands on the helmet being proposed. This helmet has dual purpose as it can be used not only structurally but also in the wildland environment. Mrs. Hemphill confirmed that this expense was allocated for in the 2019 budget. **Commissioner Gill moved to approve the purchase order request for procuring 31 helmets with goggles and upgrade to the deluxe leather comfort package through Dooley Tackaberry at a cost not to exceed \$8,447.77. Commissioner Shirley-Menzel seconded. All commissioners approved.**

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE PROPOSED SERVICE AGREEMENT BETWEEN COMAL COUNTY ESD NO. 2, COMAL COUNTY ESD NO. 3 AND COMAL COUNTY WATER ORIENTED RECREATION DISTRICT:

Mrs. Hemphill stated that there were no changes made to the content of this agreement other than the service year. Payment terms and services to be provided are the same as last year. **Commissioner Shirley-Menzel moved to approve the agreement between Comal County ESD No. 2, Comal County ESD No. 3 and Comal County Water Oriented Recreational District as proposed. Commissioner Gill seconded and all other commissioners approved.**

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE PROPOSED PURCHASE ORDER REQUEST FOR HYDRAULIC RESCUE TOOLS THROUGH METRO FIRE FOR \$50,120.00:

The board discussed this request, Commissioner Gill summarized her meeting with Chief Brinkkoeter and his thoughts on this purchase. Mrs. Hemphill stated that the purchase is being completed through Buy Board since the total expense is over \$50,000 and stated that hydraulic tools replacement were included in the 2019 budget. **Commissioner Gill moved to approve the purchase order for hydraulic tools through Metro Fire (Buy Board Contract 524-17) totaling \$50,120.00. Commissioner Shirley-Menzel seconded. All commissioners approved.**

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE RENEWAL OF LEXIPOL SUBSCRIPTION FOR FY2019 TOTALING \$8,402.00:

Mrs. Hemphill stated that this renewal was for the web based district policy creator/manual and that the system is very much utilized. All personnel are able to access anywhere, anytime. **Commissioner Gill moved to approve the renewal of the Lexipol Subscription for FY 2019 totaling \$8,402.00. Commissioner Stahlman seconded. All commissioners approved.**

COMMENTS:

No comments were made by the commissioners.

Announcements:

No announcements were made.

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Next Meeting: May 24th @ 10:30am at Canyon Lake Fire/EMS Station 51 – Training Room.

Adjournment: Meeting Adjourned at 11:37 AM.