

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

Minutes of Regular Meeting January 10th, 2019

CALL TO ORDER: Jim Whitcomb, Commissioner, declared a quorum and called the meeting to order at 6:30 pm at Tye Preston Memorial Library, 16311 South Access Rd., Canyon Lake, Texas. Other commissioners present were: Kenneth Schein and Archie Dishman. Also present was EMS Division Chief Brandon Kludt and Business Manager Angela Hemphill.

APPROVE/DISAPPROVE MINUTES OF PREVIOUS MEETING: The minutes of the regular meeting on December 20th had been emailed prior to the meeting. Some changes/corrections were requested. **The board accepted the proposed minutes as revised.**

APPROVE AND ACCEPT APPOINTMENT / REAPPOINTMENT OF COMMISSIONERS:

Commissioner Whitcomb confirmed that Commissioner Schein completed his swearing in at the County Clerk's Office. He affirmed. Commissioner Whitcomb thanked him for giving another term to the district.

CITIZEN'S COMMENT:

There were no citizens present.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON ELECTION OF OFFICERS FOR THE 2019 ESD 2 BOARD:

Commissioner Whitcomb asked the other present commissioners if they were wanting to hold a different position than what they held in 2018. Discussion took place by the commissioners. Both Commissioner Schein and Dishman requested that no changes be made. The board agreed to keep each commissioner in their respective position for the 2019 Operational Year.

PUBLISH NOTICE OF ADDRESS OF ADMINISTRATIVE OFFICE LOCATION:

Mrs. Hemphill confirmed that the notice required by Health & Safety Code 775.036, relaying the location of the ESD 2 Administrative Offices was posted in the Sunday, January 6th, 2019 edition of the Herald Zietung.

REVIEW AND APPROVE QUARTERLY INVESTMENT REPORT FOR THE 4TH QUARTER OF 2018:

Commissioner Dishman summarized the investment report to the board.

REVIEW TRAINING REQUIREMENTS AND COMPLIANCE STATUS FOR EACH COMMISSIONER:

Mrs. Hemphill stated that each commissioner is responsible for 6 continuing education hours over their 2 year term. These CE hours are available at the upcoming Safe D conference in early February or can be also obtained through webinars hosted by Safe D on the last Monday of every month. The commissioners acknowledged.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON RENEWING SIGNATURE CARDS FOR ESD 2 FINANCIAL ACCOUNTS:

Commissioner Dishman confirmed that since all accounts currently held the same signatories as last year that it was not necessary to resubmit new signature cards for 2019.

REVIEW, DISCUSS AND TAKE APPROPRIATE ACTION ON CONTRACTS DUE AT THE FIRST OF THE YEAR, IE WORD, WWA, BOOKKEEPING:

Mrs. Hemphill stated that the only agreement that is needing consideration at this meeting is with Eleanor Preston for district book keeping. The board authorized Commissioner Whitcomb to sign on behalf of the board after review and approval of the proposed agreement.

REPORT ON COMMUNITY PARAMEDICINE PROGRAM REGARDING STATUS OF CURRENT AND FUTURE EVENTS:

Chief Kludt summarized the meeting that took place to create the service agreement between ESD 2, ESD 3 and Canyon Lake Fire/EMS, Inc allowing the re-establishment of the Community Health Paramedic Program for Canyon Lake. Discussion took place amongst the board, Commissioner Whitcomb requested time to review the document before signing. **Commissioner Schein moved to approve the agreement between ESD 2, ESD 3**

and Canyon Lake Fire/EMS, Inc. and authorize President Whitcomb to sign on the district's behalf after his review. Commissioner Dishman seconds and all commissioners approved.

CONSIDER, DISCUSS AND RECEIVE UPDATE ON BUILDING PROCESS FOR STATIONS 54 and 56:

Mrs. Hemphill stated that BRW is still working on finalizing the construction documents with the main hold up being the Civil Engineer's portion. The consultant ESD 3 has brought on is working with BRW and TxDOT directly to assist with what the possible requirements are going to be with Station 54 and its driveway entering on the FM 306. Station 56 is entering a County Road so as of now we are not having any delays with that future station. She stated that ESD 3 along with BRW hope to go out for bid late February/early March and breaking ground in April with the intent to be opening the stations no later than the end of the 1st quarter of 2020. The board acknowledged.

CHIEF's REPORT: EMS Division Chief Kludt informed the board that there were 201 EMS calls for service for the month of December. The average response time was 7:48. The board and Chief Kludt discussed the remainder of the report. The board acknowledged the report as given.

CONSIDER AND DISCUSS ATTENDANCE AT TEXAS STATE ASSOCIATION OF FIRE AND EMERGENCY SERVICES DISTRICT (SAFE-D) ANNUAL CONFERENCE:

Mrs. Hemphill stated that Tom Crossan and Jim Whitcomb have emailed with his interest to attend however all other commissioners have conflicts and are unable to attend this year's conference. She stated that rooms off site have been secured and that she would be finalizing registrations over the next week.

COMMISSIONER COMMENTS:

Commissioner Dishman relayed his appreciation for the board's and department's accomplishment in 2018 and looks forward to what 2019 has in store. Commissioner Schein was in agreement.

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 Budget to Actual at 12/31/18, Statement of financial position for 12/31/18, Statement of Financial Income and Expense for December and YTD and ESD#2 Ad Valorem Tax Receipts comparison 2005 thru 2018. **The board acknowledged the report given by Commissioner Dishman.**

Commissioner Dishman stated that there were 6 claims to be approved for payment:

ESD#3	February Payroll (date check 2/1/19)	\$219,362.88
STRAC	FY 2019 Infection Control Fee	\$1,581.50
VFIS	Treasurer's Bond	\$350.00
ESO	EPCR HDE Annual Fee	\$995.00
Ranger Auto	Medic 55 Batteries	\$232.54
ESD 3	FY 18 Ambulance Insurance Premiums Reimb.	\$15,479.00

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

Executive Session:

Commissioner Whitcomb stated that the Comal County ESD No. 2 Board will not enter in to executive session under Texas Government Code 551.072 to discuss real property. He asked that we keep this agenda item on for the February meeting.

SECRETARY: PRESENTATION OF COMMUNICATIONS RECEIVED:

Mrs. Hemphill stated that the district received the Safe D Newsletter.

ADJOURN: Meeting adjourned at 7:15 PM