

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

Minutes of Regular Meeting February 25th, 2020

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, Fire Chief Darren Brinkkoeter and Business Manager Angela Hemphill.

APPROVE/DISAPPROVE MINUTES OF PREVIOUS MEETING: The minutes of the regular meeting on January 21st and special meeting on January 27th had been emailed prior to the meeting. No changes/corrections were requested. **The board accepted the proposed special minutes and regular minutes as presented.**

CITIZEN'S COMMENT:

There were no citizens present.

CHIEF'S REPORT: Fire Chief Darren Brinkkoeter summarized the events of the winter storm over the previous week. Discussion took place related to the district's response during the winter storm along with the County's. Chief Mikel explained some of the modifications that had to be made in order for personnel to respond safely. Chief Brinkkoeter stated that they have selected 6 personnel to attend the upcoming Paramedic Program through TEEX being conducted here at the department. The board acknowledged the report as given.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR FOUR (4) LUCAS DEVICES TOTALING \$46,284.00 THROUGH STRYKER CORPORATION (BUDGETED):

Chief Brinkkoeter stated that these are to replace 4 older model devices currently in service that will be traded in for the newer model and that these four are accounted for in the FY2021 budget. **Commissioner Dishman moved to approve the proposed purchase order for four (4) LUCAS Devices totaling \$46,284.00 through Stryker Corporation. Commissioner Whitcomb seconded and all other commissioners approved.**

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR EIGHT (8) PARAPAC PLUS VENTILATOR UNITS TOTALING \$47,200 THROUGH BOUNDTREE MEDICAL (BUDGETED):

Chief Mikel relayed that these units were included in the FY21 budget and are part of the replacement program for loose equipment assigned to each medic unit. **Commissioner Dishman moved to approve the purchase order for eight (8) ParaPac Plus Ventilator Units totaling \$47,200 through Boundtree Medical. Commissioner Schein seconded. All commissioners approved.**

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

Commissioner Whitcomb stated that he had two potential candidates that are interested in this position and they would like to interview. Commissioner Schein stated he might also have an additional person interested. The board discussed how to disseminate information related to the position so interested people could consider what the requirements would be. **Commissioner Whitcomb moved that Commissioner Dishman and Ms. Hemphill together create a one page flyer explaining the bookkeeping requirements for ESD 2 to disseminate to interested residents. Commissioner Hays seconded and all other commissioners approved.**

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 requested this item be tabled until the next monthly meeting. Commissioner Whitcomb requested the agreement be sent with the meeting materials for the next meeting so the board can review and make comment if needed.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE PROPOSED SERVICE AGREEMENT BETWEEN KONA COAST VENTURES, COMAL COUNTY ESD NO. 2 AND COMAL COUNTY ESD NO. 3:

Chief Brinkkoeter stated that this agreement is identical to previous years with only the dates being modified for this current year. **Commissioner Dishman moved to approve the proposed agreement between Kona**

Coast Ventures, Comal County ESD No. 2 and Comal County ESD No. 3 as presented. Commissioner Schein seconded. All commissioners approved.

COMMISSIONER COMMENTS:

All commissioners requested that Chief Brinkkoeter and Mikel relayed their upmost appreciation for the hard work and commitment to service delivery they demonstrated during the winter storm.

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#2 Ad Valorem Tax Receipts comparison 2005 thru 2020. **The board acknowledged the report given by Commissioner Dishman.**

Commissioner Dishman stated that there were 19 claims to be approved for payment:

ESD 3	March Allocation	\$284,009.81
Comal Appraisal District	2 nd Quarter Fees	\$9,836.91
Safe D	CE hours (Dishman/Schein)	\$80.00
Take 5 Oil	Unit 4311	\$284.97
Comal County Tax Assessor	Unit 8234 Registration	\$7.50
Motorola	Unit 9322 Mobile Head Radio	\$6,555.41
Ace Hardware	New Medic Mounting Supplies	\$14.98
Ranger Auto	DEF / Batteries x 2 Station 56 Medic	\$309.02
Stryker	Qtrly Maint. For Equip	\$4,782.60
RX Return Services	Narcotic Destruction Services	\$280.00
Tx DSHS	Addition of Medic Unit 9322	\$90.00
Stericycle	Medication Disposal Fee	\$138.00
Frazer	Air Compressor – M56	\$1,361.88
AE Auto Service	Unit 4311 Genset Repair	\$1,267.60
Discount Tire	M56 / M55 Tires	\$3,598.25
ValMark Chevy	Unit 7042 Check Engine Light	\$1,654.92
Tremco Products Inc.	Unit 9322 Anti-Theft Device	\$130.90
ESD 3	Reimb. HZ Ad – Admin Office (29.28)	\$37.28
	Reimb. Tax Assessor Unit 9322 Reg. (\$8.00)	
Safe D	FY 2021 Membership Dues	\$1,100.00

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

SECRETARY PRESENTATION OF COMMUNICATIONS RECEIVED:

Commissioner Hays stated that no items were received.

IDENTIFY ITEMS FOR THE March MEETING:

Bookkeeping Agreement

NEXT MEETING:

Regular monthly meeting - Thursday, March 25th at 4:00PM – Canyon Lake Fire/EMS Station 51 Or Tye Preston Library if Open

ADJOURN: Meeting adjourned at 5:01PM