

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

Minutes of Regular Meeting April 18th, 2019

CALL TO ORDER: Jim Whitcomb, Commissioner, declared a quorum and called the meeting to order at 6:30 pm at Canyon Lake Fire/EMS Station 55, 1223 Island View Dr., Canyon Lake, Texas. Other commissioners present were: Tom Crossan, Kenneth Schein and Archie Dishman. Also present was EMS Division Chief Brandon Kludt, Fire Chief Darren Brinkkoeter and Business Manager Angela Hemphill.

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

CITIZEN'S COMMENT:

There were no citizens present.

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

Chief Kludt 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. Commissioner Wagner requested that Chief Kludt ask her to attend one of the next board meetings for formal introductions. Chief Kludt also relayed that he assisted John Carlton, Safe D lobbyist/legal, with testifying for the HB 3307 that is in support of a language change to Chapter 775 of the Health Safety Code which would then allow for ESD's to provide non-emergency services to their citizens directly such as a Community Health Paramedicine Program. The board also discussed that status of Senate Bill 2 and House Bill 2, relating to the reform of property taxes being collected.

CHIEF'S REPORT: EMS Division Chief Kludt informed the board that there were 236 EMS calls for service for the month of March. The average response time was 7:48. The board and Chief Kludt discussed the remainder of the report. Chief Brinkkoeter summarized the two structure fire calls that also involved several mutual aid agencies as well injuries to occupants to those structures. He stated that the need for Station 54 and 56 is very apparent.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON ACKNOWLEDGING THE PROPOSED SERVICE AGREEMENT BETWEEN COMAL COUNTY ESD No. 2, COMAL COUNTY ESD No. 3 AND COMAL COUNTY RECREATIONAL WATER DISTRICT:

Chief Kludt 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 Crossan moved to approve the proposed agreement between Comal County ESD No. 2, Comal County ESD No. 3 and Comal County Recreational Water District as presented. Commissioner Dishman seconded and all commissioners approved.**

RECEIVE, DISCUSS AND TAKE APPROPRIATE ACTION ON STATUS UPDATE CONCERNING BLOOD SERVICES AGREEMENT BETWEEN COMAL COUNTY ESD No. 2 AND SOUTH TEXAS BLOOD AND TISSUE CENTER:

Chief Kludt and Mrs. Hemphill stated that the agreement is currently under review with John Carlton, ESD 2 legal counsel. Commissioner Whitcomb stated he would call or email asking for the tentative completion date.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR SEVEN (7) PEDIATRIC BAGS THROUGH HANDTEVY PEDIATRIC EMERGENCY STANDARDS:

Chief Kludt explained that our current pediatric bags are due for updates due to their age. This purchase was included in the 2019 budget during its development. **Commissioner Dishman moved to approve the proposed purchase order for seven (7) pediatric bags through Handtevy Pediatric Emergency Standards. Commissioner Schein seconded and all commissioners approved.**

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON A PROPOSED BUSINESS ASSOCIATE AGREEMENT BETWEEN COMAL COUNTY ESD NO. 2 AND ESO:

Chief Kludt explained that there was an issue with records transferring to Trauma Registry from ESO due to the existing BAA with ESO only including ESD No. 3. He does not have the BAA to present and asked the board to table this agenda item until next meeting. The board agreed.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION FOR EMS WEEK ACTIVITIES:

Commissioner Schein stated that he and Ms. Bantis are proposing BBQ lunch through Real Pit BBQ on three (3) separate dates to fall on each respective shift along with the proposed EMS Week Gift for each EMT in which they are still looking at options. The board discussed and thanked Commissioner Schein for he and Ms. Bantis work on this.

EXECUTIVE SESSION: TO DISCUSS REAL PROPERTY MATTERS PURSUANT TO SECTION 551.072 OF THE TEXAS GOVERNMENT CODE:

Commissioner Whitcomb stated that the Comal County ESD No. 2 Board will enter into a closed meeting pursuant to the Texas Government Code Section 551.072 to deliberate and consider the purchase, exchange, lease or value of real property. No actions will be voted on or taken in this closed session. He stated the date was April 18th, 2019 and the time was 7:14 PM.

Commissioner Whitcomb announced that the Comal County ESD No. 2 Board has completed its closed meeting. The time was 7:20 PM. He stated that there was no action taken in the closed meeting.

COMMISSIONERS COMMENTS:

No comments were made.

CONSIDER, DISCUSS, AND TAKE APPROPRIATE ACTION ON UPDATE CONCERNING TRANSITION OF FINANCIAL ASSETS TO TEXPOOL:

Mrs. Hemphill distributed the Texpool Account letters to each of the board members as well as the welcome binder to Commissioner Dishman. **Commissioner Dishman moved to redirect all future ad valorem receipts collected by the tax office to the TexPool General Operations account. Commissioner Crossan seconded and all commissioners approved.**

REVIEW INVESTMENT POLICY AND INVESTMENT STRATEGIES AND ADOPT:

Commissioner Dishman stated that there was nothing new to report for this meeting.

REVIEW AND APPROVE 1ST QUARTER INVESTMENT REPORT:

Commissioner Dishman stated that with the current accounts and low return on rates, not a lot of interest being earned however with the creation and transition to TexPool that should be different going forward.

RECEIVE UPDATE, CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON ANNUAL AUDIT PROCESS:

Commissioner Dishman stated that the engagement letter has been executed and that he has received the items necessary to begin the audit from Ms. Preston and Ms. Hemphill. He will be delivering to the auditors on Friday the 19th.

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 3/31/19, Statement of financial position for 3/31/19, Statement of Financial Income and Expense for March and YTD and ESD#2 Ad Valorem Tax Receipts comparison 2005 thru 2019. **The board acknowledged the report given by Commissioner Dishman.**

Commissioner Dishman stated that there were 11 claims to be approved for payment:

ESD#3	(date check 5/1/19)	\$219,362.88
Local Boys Lawncare	mow 4/8	\$50.00
VFIS	Quarterly Insurance Premiums	\$1084.00
ValMark Chevy	Unit 2772 AC Work, Units 7042/6678 Repairs	\$3787.97
Specialty Biomedical	Syringe Pump repair and Annual PMS	\$992.00
Physio Control	Remainder of Lifpak Purchase	\$5411.40
Checkered Flag	Unit 4311 Oil Change	\$139.52

Frazer	Shoreline Plug Supplies	\$1825.76
Ranger Auto	DEF Fluid	\$799.00
Comal County Tax Assessor	State Reg. Fees Unit 6678, 7042, 2772	\$22.50
ESD 3	Unit 8234 Reimb State Reg Fee	\$8.80

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

SECRETARY PRESENTATION OF COMMUNICATIONS RECEIVED:

Commissioner Crossan stated that the TexPool account letters was all that was received.

ADJOURN: Meeting adjourned at 7:40 PM