

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of May 20th, 2020

Regular Monthly Meeting

The following commissioners were present: **Jane Bowen, Alan Stahlman, Susan Shirley-Menzel and Don Wagner**. Commissioner Holly Gill attended by Zoom Videoconference. Fire Chief Darren Brinkkoeter, Assistant Fire Chief Robert Mikel, Business Manager Angela Hemphill and Mike Del Toro, audit partner of ABIP (Audit Firm) were also in attendance.

Call to Order and Confirmation of a Quorum:

Commissioner Wagner called the meeting to order at 4:00PM, declared that **a quorum was present and confirmed with Commissioner 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 at this meeting other than Mr. Del Toro. Chief Brinkkoeter introduced the three new personnel who started with the district on May 11th, Oakley Gentry, Roland Brewer and Stephen Trask and the Board welcomed them.

Approval of Minutes: Minutes of the regular monthly meeting held in April were emailed to the board for review prior to the meeting. There were requested changes/corrections made. The board accepted the April minutes as revised.

Audit Committee:

Commissioner Wagner introduced Michael Del Torro, Partner with ABIP, stating the he was in attendance to present the final audit for fiscal year 2019. An email containing the proposed report and letter to management was sent out to all commissioners prior to the meeting for review. Mr. Del Toro summarized the report and the findings from the audit. Discussion was held related to the classification of debt service in the financial statements and in the debt service tax rate calculated by the Tax Assessor/Collector's office. **Commissioner Bowen moved to authorize Mrs. Hemphill to request an extension for filing the audit report to the County Auditor's Office while working with the tax office on this issue. Commissioner Shirley-Menzel seconded and all commissioners approved.**

Treasurers/Business Manager's Report: Angela Hemphill presented to the Board the report containing 2020 Budget versus Actual as of month end April. She also presented the analysis reports relaying current year to date property tax and sales tax revenue received as of May 20th compared to previous years. **The board acknowledged the report given.**

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

Assistant Fire Chief Robert Mikel presented the monthly Chief's Report. Chief Brinkkoeter updated the board on the current state of our region related to the Coronavirus (COVID19). He relayed that the department has reduced its Infectious Disease Response Units (IDRU's) from 2 to 1 as we have had a reduction of calls related to COVID19 but also in preparation for our upcoming contractual obligations with Comal County Water Oriented Recreation District for the additional units we staff down River Road on holiday and summer season weekends. He discussed the recent flooding event that occurred the previous week as well as informed the board of participation in the TIFMAS deployment in West Texas where we had 7 personnel and 3 units assisting with the Holcomb Fire. Three personnel have started with the district on May 11th finalizing the remaining personnel planned for hiring in 2020. Due to COVID19 testing for our Paramedic Students had ceased but is slowly re-opening as of this week. The two personnel selected to attend the current Paramedic Program through UTHSC – SA have started their

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program as of Monday. Currently they are attending through Zoom in lieu of the normal classroom setting and will complete skills and clinical rotations further into the program.

Committee Reports

Apparatus Committee:

Chief Brinkkoeter stated that the Pierce Type III Engine that was awarded to the district by TIFMAS has arrived and is available for viewing after the meeting. Commissioner Bowen stated that there was nothing additional to report.

Budget / Finance Committee:

Mrs. Hemphill stated that there is nothing new to report.

Building Committee:

Commissioner Stahlman summarized what the construction status was for Stations 54 and 56. Station 54 has caught back up to its original timing with its completion date slated for November 2nd and Station 56 slated for September 29th.

Community Outreach:

Commissioner Shirley-Menzel stated that there was nothing new to report.

Community Paramedicine Program:

Chief Kludt was not in attendance at this meeting, no report given.

Compensation Committee:

Commissioner Wagner stated that there was nothing new to report.

Strategic Planning Committee:

Commissioner Bowen stated that there was nothing new to report.

OLD BUSINESS

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED SERVICE AGREEMENT BETWEEN COMAL COUNTY ESD No. 2, COMAL COUNTY ESD No. 3 AND KONA COAST VENTURES (WWA): Chief Brinkkoeter stated that the agreement was sent out prior to the meeting. Only changes made were to the dates of service for the agreement as compared to the previous year's agreement. Mrs. Hemphill stated that the Form 1295's have been filed with the Texas Ethics Commission by the business entity as required. **Commissioner Bowen moved to approve the service agreement between Comal County ESD No. 2, Comal County ESD No. 3 and Kona Coast Ventures (WWA) as presented. Commissioner Shirley-Menzel seconded. All commissioners approved.**

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NEW BUSINESS

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR FIVE (5) SETS OF BUNKER GEAR TOTALING \$13,235.25 THROUGH DOOLEY TACKABERRY:

Chief Brinkkoeter stated that this purchase would finish out our scheduled purchases for bunker gear for our personnel. Mrs. Hemphill stated that the purchase is within budget. **Commissioner Shirley-Menzel moved to approve the proposed purchase order as presented for five (5) sets of bunker gear totaling \$13,325.25 through Dooley Tackaberry. Commissioner Bowen seconded and all commissioners approved.**

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PROFESSIONAL SERVICES AGREEMENT BETWEEN COMAL COUNTY ESD No. 3 AND BRINSON BENEFITS, INC. FOR TELEMEDICINE (EMPLOYEE ASSISTANCE PROGRAM):

Mrs. Hemphill stated that the district's current employee assistance program was due for renewal but we opted investigate other options. The program being proposed has an additional telemedicine component offering non-emergency medical screenings that would not utilize the employee's medical insurance. The cost for the proposed program is the same as the previous program's would have been with the increase in number of personnel and is within budget. Mrs. Hemphill stated that the agreement was reviewed by Ken Campbell, ESD 3 legal counsel. All suggested changes were accepted by Brinson Benefits, Inc. as well as they filed the Form 1295 with the Texas Ethics Commission as required. **Commissioner Stahlman moved to approve the proposed professional services agreement between Comal County ESD No. 3 and Brinson Benefits, Inc. for Telemedicine (Employee Assistance Program). Commissioner Shirley-Menzel seconded and all commissioners approved.**

COMMISSIONER COMMENTS:

No comments were made.

Announcements:

No Announcements were made.

Next Meeting: June 17th, 2020 at 5:30PM

Adjournment: Meeting Adjourned at 5:58 PM.