

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

Minutes of Regular Meeting May 21st, 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: Tom Crossan, Kenneth Schein and Archie Dishman. Commissioner Michael Hayes was absent for this meeting. Also present was EMS Division Chief Brandon Kludt, Fire Chief Darren Brinkkoeter, Juanita Belleiter – CLF/EMS Community Paramedic, Cathy Talcott – Comal County Tax Assessor-Collector and Business Manager Angela Hemphill.

CITIZEN'S COMMENT:

Citizens were present however no comments were made.

APPROVE/DISAPPROVE MINUTES OF PREVIOUS MEETING: The minutes of the regular meeting on April 18th had been emailed prior to the meeting. No changes/corrections were requested. **The board accepted the proposed minutes as submitted.**

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION CONCERNING SENATE BILL 2:

Commissioner Whitcomb summarized the background of Senate Bill 2 and that the legislative session will end on May 27th. Mrs. Hemphill explained its current state going forward and the impact it will have on the district.

RECEIVE, CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PRESENTATION BY CATHY TALCOTT, COMAL COUNTY TAX ASSESSOR-COLLECTOR, ON THE TRUTH AND TAXATION PROCESS:

Mrs. Talcott introduced herself to the board and distributed a flier containing dates of importance related to the Truth and Taxation Process as well contact information for their office. She summarized the process as well as explained the difference between their office's responsibilities and Comal Appraisal District's responsibilities which can sometimes be mistaken by citizens. The Board thanked Mrs. Talcott for her attendance and presentation.

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

Chief Kludt introduced Juanita Billeiter, the candidate that was hired as the CLF/EMS Community Paramedic and to help develop the program going forward. She gave a brief background of herself and stated that she was settled in and has been working with Chief Kludt and several of the outside agency resources learning the program as it was. The board welcomed her to the department and reiterated how important they feel the program is to the community. Chief Kludt then informed the board of the status of HB 3307, the bill filed in this legislative session to authorize ESD's to be able to provide non-emergent services to their respective jurisdictions. He stated that it passed through the house however there was not a Senator who would support it and the bill unfortunately did not continue on through the Senate.

CHIEF'S REPORT: EMS Division Chief Kludt informed the board that there were 224 EMS calls for service for the month of April. The average response time was 8:08. The board and Chief Kludt discussed the remainder of the report. Chief Brinkkoeter thanked the board for the lunches and EMS Week Gifts provided by them to the staff. It was very much appreciated by all. He then informed the board of the lake training that recently took place utilizing Marine 53 and in conjunction with DPS rescue team. He then relayed that ESD 3 has completed the bid process for selecting a General Contractor and should be starting negotiations for the construction of Stations 54 and 56.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON A PROPOSED BUSINESS ASSOCIATE AGREEMENT BETWEEN COMAL COUNTY ESD 2 AND ESO:

Chief Kludt stated that it was recently found that since the transition to ESO Software for EMS report writing, that all patient care records that are needing to be submitted to the Trauma Registry have not been. After working with the Department of State Health Services and ESO, it was determine that a Business Associate Agreement was necessary. Unfortunately he has not received the agreement to present so he asked the board to table until the next monthly meeting. The board agreed.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR RADIO EQUIPMENT THROUGH MOTOROLA TOTALING \$6,559.05 AND PURCHASE ORDER FOR EQUIPMENT THROUGH BOUNDTREE TOTALING \$9,636.09:

Chief Kludt stated that the proposed equipment is to outfit the 7th ambulance that has a tentative delivery date of early June and that it is within the 2019 budget. **Commissioner Dishman moved to approve the purchase orders as presented. Commissioner Crossan seconded and all commissioners approved.**

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROJECTED EMS NEEDS FOR EQUIPMENT AND SUPPLIES FOR NEXT YEAR:

Chief Kludt requested that the board table this until the next monthly meeting as he did not bring the spreadsheet that was created over the last few years containing this information. The board agreed.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON A COMMUNITY OUTREACH COMMUNICATIONS REPRESENTATIVE:

Commissioner Whitcomb informed the board that he recommends Commissioner Hayes be appointed as the district's Community Outreach Communications Representative and that he will discuss the parameters of the position with Commissioner Hayes upon his return.

RECEIVE UPDATE, CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON ANNUAL AUDIT REPORT AND FILE WITH THE COUNTY OR REQUEST A 30 DAY EXTENSION:

Commissioner Dishman stated that Ken Ward, CPA – Auditor with Rick Reed & Company, is completing a final review of the report before submitting to the board for approve. He asked that since the board will not meet again until after the report is due under Health & Safety Code Chapter 775.082, he be given authorization to review and if there are no issues found, submit to the County Auditor by the deadline of June 1st. **Commissioner Schein moved to authorize Commissioner Dishman to review the audit report as presented by Rick Reed & Company and then submit to the County Auditor by June 1st. Commissioner Crossan seconded. All commissioners approved.**

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 4/30/19, Statement of financial position for 4/30/19, Statement of Financial Income and Expense for April 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 13 claims to be approved for payment:

ESD#3	(date check 6/1/19)	\$219,362.88
Local Boys Lawncare	mow 5/6	\$50.00
Comal Appraisal District	3 rd qtr fees	\$7,810.95
Checkpoint Tire	Medic 55 flat	\$15.00
Discount Tire	\$1568.00 medic 2014 Chev. Silverado	
	\$746.50 2017 Ram 2500 dually	\$2,314.50
Ranger Auto	2017 Ram 3500 headlight bulb	\$16.99
Stericycle	Medication Waste Disposal	\$138.00
Triple Peak Auto	\$967.45 Medic 51 brakes, fuel filter	
	\$41.57 Medic 53 oil change, filter,brakes	\$1,439.02
Comal county Tax Office	registration medic unit	\$7.50
Carlton Law firm	legal counsel	\$997.50
Physio Control	qtrly maintenance	\$4,782.60
Shawna Bantis	reimb. EMS week gift bags	\$19.49
Take Five Oil	unit 6678 inspection	\$14.00

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

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 May 21st, 2019 and the time was 7:30 PM.

Commissioner Whitcomb announced that the Comal County ESD No. 2 Board has completed its closed meeting. The time was 7:32 PM. He stated that there was no action taken in the closed meeting.

COMMISSIONERS COMMENTS:

No comments were made.

SECRETARY PRESENTATION OF COMMUNICATIONS RECEIVED:

Commissioner Crossan stated that there was no communications received.

ADJOURN: Meeting adjourned at 7:48 PM