

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

Minutes of Regular Meeting June 20th, 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 51, 1074 Scissortail, Canyon Lake, Texas. Other commissioners present were: Tom Crossan, Kenneth Schein, Michael Hayes and Archie Dishman. Also present was EMS Division Chief Brandon Kludt, Fire Chief Darren Brinkkoeter, Eleanor Preston – District Bookkeeper, Evelyn Schein - Visitor and Business Manager Angela Hemphill.

CITIZEN'S COMMENT:

Mrs. Eleanor Preston ??

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

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 5/31/19, Statement of financial position for 5/31/19, Statement of Financial Income and Expense for May 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 7/1/19)	\$219,362.88
Local Boys Lawncare	mow 6/12	\$50.00
Sterling McCall Ford	New Medic Unit 2945	\$283,460.07
Checkered Flag	Air Bag replacement Unit 0050	\$370.80
Ranger Auto	Medic 51 Washer Fluid	\$1.81
Take 5 Oil	Unit 4311 Oil & Fuel Filter Change	\$322.96
Comal County Tax Assessor	2018 Cost of Collections	\$475.69
Rick Reed & Company	2018 Financial Audit	\$8,100.00
Frazer	Unit 0050 air bags	\$586.98
Carlton Law Firm	Legal Counsel	\$192.50
ESD No. 3	EMS Week Gifts/Luncheons Reimb.	\$1996.65

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

Commissioner Dishman indicated that the accounts at TexPool are established and that requests have been made to transfer funds from Wells Fargo and Edward Jones. He also stated that the Ad Valorem collected through Comal County Tax Assessor-Collector has been redirected to be deposited into the TexPool General Fund account as of July 1st.

PRESENT AND DISCUSS THE ANNUAL AUDIT REPORT AND CONFIRM SUBMISSION TO THE COUNTY AUDITOR/COMMISSIONERS COURT BY JUNE 1st PER HEALTH AND SAFETY CODE CHAPTER 775.082:

Commissioner Dishman stated that Rick Reed & Company completed the audit to include the report and he has reviewed it on behalf of the district finding no issues as presented. He stated the report was submitted by Mrs. Hemphill to the County Auditor's office on May 30th which complies with Texas Health & Safety Code 775.082. The board acknowledged.

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

Chief Kludt relayed that Juanita Billeiter, the department Community Health Paramedic, has been quite busy over the last month, holding classes for the community and scheduling additional ones for the future. She met

with several entities within the community in order to better understand the resources available to our citizens. She also has been working on grant submissions for additional funding to help in providing the program to the community.

CHIEF'S REPORT: EMS Division Chief Kludt informed the board that there were 257 EMS calls for service for the month of May. The average response time was 7:30. The board and Chief Kludt discussed the remainder of the report.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE OF A 2019 FRAZER 14' TYPE 1 AMBULANCE TOTALING \$283,460.07 THROUGH STERLING MCCALL FORD:

Chief Kludt stated that the district was scheduled to take possession of unit on June 10th however there was a delay at Frazer. He stated that the unit should be here before the next monthly meeting however he would like to request payment in order to have for when the unit is ready for pick up. **Commissioner Crossan moved to approve payment to Sterling McCall Ford in the amount of \$283,460.07 for a 2019 Frazer 14' Type 1 Ambulance. Commissioner Dishman seconded and all commissioners approved.**

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDERS FOR THE LUCAS MECHANICAL CHEST COMPRESSION DEVICE TOTALING \$20,654.90 THROUGH PHYSIO CONTROL AND GE V-SCAN PORTABLE ULTRA SOUND DEVICE TOTALING \$6250.00 THROUGH PROBO MEDICAL:

Chief Kludt informed the board that these items are budgeted for the new ambulance and in the 2019 budget to be expensed. **Commissioner Dishman moved to approve the proposed purchase orders for the LUCAS device totaling \$20,654.90 through Physio Control and a GE V-Scan Ultra Sound device totaling \$6250.00 through Probo Medical. Commissioner Hayes seconded. All commissioners approved.**

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

Chief Kludt distributed copies of the districts list of assets and their projected replacement schedule. Discussion took place regarding the proposed schedule and costs associated with next year's budget.

CONSIDER DISCUSS AND TAKE APPROPRIATE ACTION ON DRAFTING NEXT YEARS BUDGET BASED ON ESTIMATED TAX REVENUE AMOUNT FROM THE APPRAISAL DISTRICT AND INPUT FROM THE CHIEFS ON EMS NEEDS:

The board discussed the truth in taxation process to include possible dates for the budget workshop/special meeting in early August.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON A STATUS REPORT REGARDING THE INTERLOCAL AGREEMENT COMMITTEE MEETING(S):

Commissioner Whitcomb stated that he and Commissioner Dishman will be meeting with Commissioners Gill and Bowen of ESD No. 3 on July 9th at 5:30 to start discussions over the development of a new 5 year Interlocal Agreement between the two districts.

RECEIVE, CONSIDER, DISCUSS AND TAKE ACTION ON COMMUNITY OUTREACH PROGRAM UPDATE:

Commissioner Hayes stated that he and Commissioner Shirley-Menzel have not met to discuss but ultimately plan to when schedules permit. Discussion to include some public relation events in the near future.

COMMISSIONERS COMMENTS:

Commissioner Hayes thanked the board and staff for their patience with him during his absences due to finishing school.

Commissioner Whitcomb indicated that he would not be readily accessible from June 22 – July 3rd due to a trip out of State.

SECRETARY PRESENTATION OF COMMUNICATIONS RECEIVED:

Commissioner Crossan stated the district received correspondence from John Carlton's office regarding providing services related to the upcoming Truth in Taxation process. The district authorized Mrs. Hemphill to respond to the offer declining services for 2019.

NEXT MEETING: July 19th @ 10:30am at Canyon Lake Fire/EMS Station 51

ADJOURN: Meeting adjourned at 7:29 PM