

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3
MINUTES of December 17th, 2020
Regular Monthly Meeting

Due to the state of emergency and/or local disaster caused by the COVID-19 pandemic, the Board of Comal County Emergency Services District No. 3 held this meeting through a virtual meeting because of the difficulty and risks of convening a quorum in one location. The meeting was available to the public through a link published in the public notices of the meeting.

The following commissioners were present: Holly Gill, Alan Stahlman, Susan Shirley-Menzel and Don Wagner. Fire Chief Darren Brinkkoeter, Assistant Fire Chief Robert Mikel and Business Manager Angela Hemphill were also in attendance. Ryan Rosborough, Vice President of AGCM and resident along with Mr. Bob Janusitis and John Primer, both residents of the district were in attendance through ZOOM as well. Commissioner Jane Bowen was absent for this meeting.

Call to Order and Confirmation of a Quorum: Commissioner Wagner called the meeting to order at 5:30PM, declared that **a quorum was present and confirmed with Mrs. Shirley-Menzel that the meeting notice was posted in compliance with Government Code 551.041 and 551.043.** She affirmed.

Citizen's Comments: Citizens were present however no comments were made.

Approval of Minutes: The minutes of the regular monthly meeting held in October and November were previously made available to each commissioner by email. There were requested changes/corrections made. The board accepted the revised minutes as presented. Approval of the October special meeting minutes were unavailable and was tabled.

Building Committee:

Commissioner Wagner, out of respect for Mr. Rosborough's time offered for him to present to the board the construction status of Stations 54 and 56. Mr. Rosborough relayed where both stations were at in their construction timeline. He presented a report with outstanding items needing attention by Seidel Construction and BRW Architects. Discussion amongst the board and Mr. Rosborough took place related to liquidated damages due to the buildings not being completed by the date indicated in the construction agreement between Comal County ESD No. 3 and Seidel Construction. There was also discussion over the DCDA vault installed at Station 56 however the board requested to table this item until both stations have received substantial completion certificates by BRW. Waiting for the Balance and Testing Report for Station 54. It was suggested that payments for Seidel and BRW be held at this time.

Treasurers/Business Manager's Report: Angela Hemphill presented to the Board the budget versus actual report ending November 30th. She also presented the analysis reports relaying current year to date property tax and sales tax revenue received as of December 17th compared to previous years. **The board acknowledged the report given.**

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

Fire Chief Darren Brinkkoeter presented the monthly Operational Report. He informed the board of working with the County health department and the availability of the COVID vaccine for the personnel. Chief Brinkkoeter stated that Truck 51 is still at Siddons receiving the repairs that were approved at the previous month's meeting. The Quartermaster position received approximately 40 applicants in which 5 of the most qualified have been invited to participate in a panel interview the following day. Chief Brinkkoeter informed the board of the Part Time Firefighter/Paramedic process that recently was opened for candidates to apply due to not having a sufficient number of candidates apply for the full time process. Part-timers will be used to fill the open vacancies not currently filled by a full time employee. The updated ISO is on hold until both stations are open.

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3
MINUTES of December 17th, 2020
Regular Monthly Meeting

Committee Reports

Apparatus Committee:

Chief Brinkkoeter stated that there was nothing new to report on this item.

Audit Committee:

Commissioner Wagner relayed that ABIP submitted a quote to provide the FY20 Financial Audit at a cost not to exceed \$13,350 however due to AICPA imposing some wording changes, a proposed engagement letter would not be presented until early next year. **Commissioner Gill moved to approve the proposal by ABIP to perform the FY20 Audit at a cost not to exceed \$13,350. Commissioner Shirley-Menzel seconded and all commissioners approved.**

Budget & Finance:

Mrs. Hemphill stated that there could be some additional budget amendments necessary for 2020 that will be presented at a future monthly meeting.

Community Outreach:

Commissioner Shirley-Menzel stated that since COVID will be preventing us from having Open House for the public at our 2 new stations, Lara Falardeau, a River Chase resident, is actively working on virtual tours that will represent the Open House. Outside of that nothing additional has been worked on due to the pandemic.

Community Health Paramedicine Program:

Chief Brinkkoeter indicated that there was nothing new to report on this item.

Compensation Committee:

Commissioner Wagner stated that the board would enter into executive session pursuant to Section 551.074 of the Texas Government Code to consider and discuss the evaluation of the 2020 Job performance and goals of the Canyon Lake Fire/EMS Fire Chief and Business Manager. No action will be taken during this closed session. Time was 2:43PM.

Meeting reconvened at 3:47PM. Commissioner Wagner stated that the district will now re-enter into open meeting; no action was taken during the closed session.

Commissioner Gill moved to approve an increase in the annual salary for the Fire Chief and Business Manager to \$145,000 and \$110,000 respectively, beginning January 1, 2021. Commissioner Stahlman seconded and all commissioners approved. Motion carried.

Strategic Planning:

Commissioner Gill stated that the committee has met however there is nothing new to report currently.

NEW BUSINESS

Consider, discuss and take appropriate action on proposed amendment, increasing authorized amount from \$14,068 to \$14,171, under PO# 073020-1 issued to Metro Fire for Loose Equipment: Chief Brinkkoeter explained the error made in the original order and requested that the board authorize the \$103 increase in purchase. **Commissioner Shirley –Menzel moved to approve the increase in PO # 073020-1 to \$14,171. Commissioner Stahlman seconded and all commissioners approved.**

Consider, discuss and take appropriate action on proposed purchase order for Class A Foam totaling \$5,126.40 through Burton's Fire:

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3
MINUTES of December 17th, 2020
Regular Monthly Meeting

Chief Brinkkoeter stated that this is a budgeted item needed for Operations. Commissioner Shirley-Menzel moved to approve the proposed purchase order for Class A Foam through Burton's Fire totaling \$5,126.40. Commissioner Gill seconded and all commissioners approved.

COMMENTS:

No comments were made.

Announcements:

Commissioner Wagner stated that an email will go out regarding Opening Ceremonies for stations 54 and 56.

Next Meeting: January 19th at 5:30PM

Adjournment: Meeting Adjourned at 3:54PM.