

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3
MINUTES of January 19th, 2021
Regular Monthly Meeting

The meeting was called to order at 5:30 p.m. at Canyon Lake Fire/EMS Station No. 51, 1074 Scissortail, Canyon Lake, Texas. The following commissioners were present: **Susan Shirley-Menzel Alan Stahlman, Holly Gill and Don Wagner**. Fire Chief Darren Brinkkoeter, Assistant Fire Chief Robert Mikel and Business Manager Angela Hemphill were also in attendance. Commissioner Bowen was absent.

Call to Order and Confirmation of a Quorum: Commissioner Wagner called the meeting to order. He confirmed that Commissioners Stahlman and Gill had taken their official oath and been sworn in – they affirmed. He then declared that **a quorum was present**.

Election of Officers:

Commissioner Shirley-Menzel moved that all commissioners maintain their current position for 2021, that being Commissioner Wagner as President, Commissioner Bowen as Vice President, Commissioner Shirley-Menzel as Secretary, Commissioner Alan Stahlman as Treasurer and Commissioner Holly Gill as Asst. Treasurer. Commissioner Gill seconded and all commissioners approved.

Financial Institution Signatories:

Ms. Hemphill stated that with no changes in positions there is no need to change signatories for all ESD 3 Financial accounts.

Review and Reaffirmation of standard operating guidelines, ie. Line of succession, presidential motions and voting and citizen's comments.

All policies were emailed to the board for review prior to the meeting. Commissioner Wagner summarized the policies and their intent. The board discussed and no changes/revisions were requested. Policies were accepted as presented.

COMMITTEE APPOINTMENTS:

The board discussed current assignments to committees. President Wagner proposed that all commissioners maintain their current committee appointment for 2021. The group acknowledged.

Citizen's Comments: No citizens were present.

Approval of Minutes: The minutes of the regular monthly meeting held in December along with the special meeting minutes of October were tabled.

Treasurers/Business Manager's Report: Angela Hemphill presented to the Board the 2020 Budget versus Actual Year End report. She stated that there were still outstanding invoices to be expensed for Fiscal Year 2020 and that she would not be able to give a final year-end report until possibly the next monthly meeting. She also presented the analysis reports relating current year to date property tax and sales tax revenue received as of January 19th compared to previous years. **The board acknowledged the report given.**

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

Fire Chief Darren Brinkkoeter presented the Chief's Report. Chief Brinkkoeter informed the board that Chief Kludt had resigned his position as EMS Division Chief in late Decemeber. A

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process for filling that position has been posted with Texas Commission on Fire Protection. Ms. Hemphill stated that the Quartermaster process is still underway. The first candidate declined the position due a desire to apply for the EMS Division Chief position. A contingent offer was made to the second candidate on the list and we are awaiting her decision on if she will be accepting. Chief Brinkkoeter stated that the district has since posted the EMS Division Chief process and are currently accepting applications to consider. Truck 51 has received final repairs and is now back in service. Chief Brinkkoeter stated that ISO has made no changes to the PPC for the district, paperwork is being finalized for the two new stations to be added to the registry. He stated that ESD 2 will be considering the TEEX paramedic program agreement at their upcoming monthly meeting. He also stated that TCFP will be performing an inspection on February 2nd.
The staff has been receiving the COVID vaccine at Christus Santa Rosa Hospital.

Committee Reports

Apparatus Committee:

Chief Brinkkoeter stated that there was nothing new to report.

Audit Committee:

Ms. Hemphill stated that she tentatively scheduled the audit with ABIP for the 1st week of March.

Budget / Finance Committee:

Ms. Hemphill stated that the proposed 2021 Investment Policy was sent out to all Commissioners for review prior to the meeting and that there were no comments or requested changes submitted. **Commissioner Gill moved to approve the proposed 2021 Investment Policy as presented and name Mrs. Angela Hemphill, Business Manager, as the district's Investment Officer. Commissioner Stahlman seconded and all commissioners approved.**

Building Committee:

Commissioner Stahlman informed the board of the status of Stations 54 and 56 that are currently both operational however have not received substantial completion due to some critical path items not being completed. The district will delay discussion regarding the DCDA Vault for Station 56 until we receive substantial completion and the remaining punch list items are being completed.

Compensation Committee:

Commissioner Wagner stated that there was nothing new to report. Ms. Hemphill requested that the item to discuss the title and job description for her position be tabled as she and Chief Brinkkoeter have not been able to finalize. The board acknowledged.

Community Outreach:

Commissioner Shirley-Menzel stated that the virtual tours have been completed and should be available on the website soon. Ms. Hemphill to email them to all commissioners in order to share with their respective HOA/POA's.

Community Paramedicine Program:

Chief Brinkkoeter stated that there was nothing new to report.

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Strategic Planning Committee:

Commissioner Gill informed the board that Commissioner Bowen, Ms. Hemphill and she would be meeting soon to finalize the process for this year's strategic planning workshop.

NEW BUSINESS

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR 61 SETS OF BUDGETED BUNKER GEAR TOTALING \$144,928.68 THROUGH DOOLEY TACKABERRY:

Chief Brinkkoeter informed the board that this gear would fulfill the need for the second set of gear being required for all personnel under a new regulation being imposed by Texas Commission on Fire Protection to reduce carcinogen exposure and that this was presented during the budget creation process and approved to be added as a capital expenditure. Commissioner Shirley-Menzel moved to approve the proposed purchase order for 61 sets of bunker gear totaling \$144,928.68 through Dooley Tackaberry. Commissioner Gill seconded and all commissioners approved.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR TECHNICAL ROPE RESCUE TRAINING FOR 12 PERSONNEL TOTALING \$7,200 THROUGH WIMBERLEY RESCUE TRAINING:

Chief Brinkkoeter stated that this training was in the budget as a planned expense. Commissioner Shirley-Menzel moved to approve the proposed purchase order for Technical Rope Rescue Training for 12 personnel totaling \$7,200 through Wimberley Rescue Training. Commissioner Stahlman seconded and all commissioners approved.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED SERVICE AGREEMENT BETWEEN COMAL COUNTY ESD NO. 3 AND PROMAXIMA MFG. LLC FOR ANNUAL PREVENTATIVE MAINTENANCE ON EXERCISE EQUIPMENT:

Ms. Hemphill stated that the current equipment at all stations except 54/56 are through with their one year warranty and it was proposed to consider a PM agreement to have repairs and preventative maintenance completed versus on an as needed basis due to the cost associated with each. Discussion occurred over the proposed agreement. Commissioner Gill moved to approve the proposed service agreement between Comal County ESD No. 3 and Promaxima MGF, LLC for annual PM on exercise equipment. Commissioner Shirley-Menzel seconded. All commissioners approved.

COMMISSIONERS COMMENTS:

The commissioners thanked Chief and his staff for the ceremonies conducted officially opening Stations 54 and 56. The annual report due to Commissioners Court will be submitted by email this year as Judge Krause, out of precaution of not spreading COVID, has requested that the ESD Commissioners not attend in person to present their respective reports and that the court will consider the information relayed in the reports submitted. Commissioner Wagner requested that an attempt be made to propose an interlocal agreement with ESD # 6. He also suggested a need for the CLF/EMS, Inc to meet.

Announcements:

None made.

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Next Meeting: Ms. Hemphill to check with Commissioner Bowen on her availability for February 19th.

Adjournment: Meeting Adjourned at 7:42 PM.