

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of March 19th, 2019

Regular Monthly Meeting

The meeting was held 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**. Commissioner Jane Bowen was absent. Fire Chief Darren Brinkkoeter, EMS Division Chief Brandon Kludt, Ryan Rosborough of AGCM, Inc. and Business Manager Angela Hemphill were also in attendance.

Call to Order and Confirmation of a Quorum: Commissioner Wagner called the meeting to order at 09:00 a.m., 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.

Building Committee:

Commissioner Stahlman asked President Wagner for an exception to the agenda if there were no objections to allow Ryan Rosborough, AGCM, Inc. to speak on the status of the design/construction documents of the two future fire stations. There were no objections and Commissioner Wagner asked Mr. Rosborough to proceed. Mr. Rosborough informed the board of a meeting between Chief Brinkkoeter, Commissioner Shirley-Menzel and Mrs. Hemphill finalizing a list of items within the most recent plans and set of bid specifications that needed to be revised. He is working with BRW in implementing these changes.

Approval of Minutes: The minutes of the regular monthly meeting held in January and February were previously made available to each commissioner. All changes/corrections that were requested have been reflected. The board accepted the minutes of both meetings as presented.

Treasurers/Business Manager's Report: Angela Hemphill presented to the Board the 2019 Budget versus Actual February month end report. She also presented the analysis reports relaying current year to date property tax and sales tax revenue received as of March 19th compared to previous years. **The board acknowledged the report given.**

Community Paramedicine Program:

Chief Kludt stated that there were three applicants of which all three are eligible for the position of Community Paramedic. Interviews will be held on March 26th with Dr. Flanagan, Archie Dishman (ESD 2), Maureen Schein (CRRC Program Director as well as two additional outside agency people. He stated that Commissioner Bowen would now not be able to attend and that if any of the remaining ESD 3 commissioners were available, he requested their attendance on the interview panel and with the selection process. Commissioner Shirley-Menzel reported that the planned presentation to the Board by Division Chief Kludt which he made at the annual SAFE-D conference would be delayed until the April meeting.

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

Fire Chief Brinkkoeter gave the Monthly Operational Report. He reported that there are still three remaining personnel of the nine that have not been successful in passing the National Registry Exam for their Paramedic certification.

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He then stated that the ISO re-evaluation took place on March 6th and went as planned. We should receive a letter indicating our new protection class/rate in a few months.

Chief stated that the Captains will take their positions along with all other personnel that completed the promotional process for Lieutenant and Engineer positions on April 28th. He also informed the board that the Battalion Chiefs will move from a 48/96 rotation to a 24/48 effective on the 28th of April as well. The board acknowledged the report given by Chief Brinkkoeter.

Committee Reports

Apparatus Committee:

Chief Brinkkoeter stated that the Type III Engine has arrived and is currently being outfitted with equipment. He invited the board to stay after the meeting in order to get a closer look at the new apparatus. Squad 51 is still in production at the Florida Pierce plant and has a tentative completion date of early May. The ladder truck and the TIFMAS awarded Type III engine are ordered and currently in production.

Audit Committee:

Mrs. Hemphill stated that the site work for the financial audit for 2018 has been completed. A draft should be available by the next monthly meeting for review. The board acknowledged.

Budget / Finance Committee:

Mrs. Hemphill stated that the two additional accounts for Tex Pool have been created and that Cathy Talcott's office (Comal County Tax Assessor-Collector) has received the updated direct deposit information for future ad valorem receivables to be deposited. Commissioners Wagner and Stahlman will also sign a letter of request to transfer all funds in the Wells Fargo Money Market to the Tex Pool Reserve account effective immediately.

Mrs. Hemphill distributed copies of the revised Investment Report for the 4th Quarter of 2018 and explained the revisions made. **Commissioner Shirley-Menzel moved to approve the 4th Quarter 2018 Investment Report as revised and as presented. Commissioner Stahlman seconded and all commissioners approved.**

Building Committee:

The board directed Chief Brinkkoeter and Mrs. Hemphill to engage Joe Lyons, Blue Water Real Estate Realtor on working with the agent on determining a price for the property within the same response area as Station 52.

Community Outreach:

Mrs. Hemphill informed the board that the Citizen's Fire Academy is about halfway through and all citizens are enjoying the program and learning about the department's abilities.

Compensation Committee:

Commissioner Wagner stated that there was nothing new to report.

Interlocal Agreement:

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

Strategic Planning Committee:

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Commissioner Wagner stated that there was nothing new to report.

NEW BUSINESS

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON BOARD RATIFICATION OF PRESIDENT WAGNER'S BETWEEN-MEETING ACCEPTANCE OF THE TERMS OF THE TIFMAS GRANT FOR THE TYPE III FIRE ENGINE THAT WAS AWARDED TO COMAL COUNTY ESD NO. 3:

The agreement was emailed out to the commissioner prior to the board meeting for review. Chief Brinkkoeter summarized the agreement and the district's responsibilities to TIFMAS for being awarded the apparatus. Commissioner Shirley-Menzel moved to ratify President Wagner's acceptance of the terms of the TIFMAS grant agreement. Commissioner Stahlman seconded. All commissioners approved.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON BOARD RATIFICATION OF PRESIDENT WAGNER'S BETWEEN-MEETING AUTHORIZATION OF AN ADDITIONAL \$2,500 TOWARDS PURCHASE ORDER 190220-4 TOTALING \$15,514 WITH LONESTAR EMERGENCY GROUP FOR REPAIRS/MAINTENANCE ON UNIT 4907 PIERCE CONTENDER:

Commissioner Wagner explained the additional need for repairs on Unit 4907 that Chief Lowth requested. Commissioner Shirley-Menzel moved to ratify President Wagner's authorization of an additional \$2,500 for repairs to Unit 4907. Commissioner Stahlman seconded and all commissioners approved.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE PROPOSED SERVICE AGREEMENT BETWEEN COMAL COUNTY ESD 2, COMAL COUNTY ESD 3 AND KONA COAST VENTURES (WWA) FOR EMS STANDBY SERVICES DURING THE 2019 CONCERT SEASON:

The agreement was discussed and Mrs. Hemphill stated that there were no changes other than dates reflected for the current year. She also stated that the 1295 has been filed by Kona Coast Ventures. Commissioner Shirley-Menzel moved to approve the agreement as proposed. Commissioner Gill seconded and all commissioners approved.

Announcements:

Mrs. Hemphill explained the status of Senate Bill 2 and where it currently stood in the legislative session.

Commissioner Shirley-Menzel informed the board that district records that have reached the end of their retention have been properly documented and then disposed of.

Next Meeting: April 12th @ 0900

Adjournment: Meeting Adjourned at 11:26 AM.