

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

Minutes of Regular Meeting July 19th, 2019

CALL TO ORDER: Jim Whitcomb, Commissioner, declared a quorum and called the meeting to order at 10:30 am at Canyon Lake Fire/EMS Station 51, 1074 Scissortail, Canyon Lake, Texas. Other commissioners present were: Tom Crossan, Kenneth Schein and Archie Dishman. Also present was EMS Division Chief Brandon Kludt, Fire Chief Darren Brinkkoeter, Battalion Chief Jeff Kahanek and Business Manager Angela Hemphill. Commissioner Michael Hayes was absent.

CITIZEN'S COMMENT:

There were no citizens present.

APPROVE/DISAPPROVE MINUTES OF PREVIOUS MEETING: The minutes of the regular meeting on June 20th had been emailed prior to the meeting. There were some minor changes/corrections requested. A revised set was emailed out for review. **The board accepted the proposed revised minutes as submitted.**

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

Chief Kludt relayed that Juanita Billeiter, the department Community Health Paramedic, has submitted a grant application to McKenna Foundation for some equipment. He is pleased with her progress so far with the program.

CHIEF'S REPORT: EMS Division Chief Kludt informed the board that there were 282 EMS calls for service for the month of June. The average response time was 7:27. The board and Chief Kludt discussed the remainder of the report to include quarterly statistics for the three outer lying areas of the district.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PURCHASE OF SEVEN (7) CME BodyGuard 121 TWINS DUAL CHANNEL INFUSION PUMPS FOR \$38,684.45:

Chief Kludt stated that this purchase is within the 2019 budget and part of the equipment replacement program. Commissioner Schein asked if there was a difference between the equipment we have now versus this proposed model and Chief Kludt responded indicating that this specific model will allow for two medications to be infused at the same time where as our current pumps only allow for a single medication to be administered. **Commissioner Dishman moved to approve the proposed purchase of seven (7) CME BodyGuard 121 Dual Channel Infusion Pumps totaling \$38,684.45. Commissioner Crossan seconded and all commissioners approved.**

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON OPERATIVE IQ LICENSING AGREEMENT:

Chief Kludt asked that the board disregard this item as the agreement should be considered by ESD 3 and not ESD 2.

REVIEW, CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON INTERLOCAL AGREEMENT CONTRACT OBLIGATIONS METRICS AND COMMITTEE FORMATION:

Commissioner Whitcomb stated that Commissioner Dishman and he met with Commissioners Gill and Bowen of ESD 3 to discuss the renewal of the Interlocal Agreement between ESD No. 2 and ESD No. 3. At the meeting each commissioner along with Chief Kludt and Chief Brinkkoeter relayed their specific requests for cleaning up the current Interlocal language. It was decided to work on the financial impact first due to the districts starting their 2020 budget creation and tax rate requirements for the next year then once that is complete, work on the wording of the Interlocal that needs to be revised.

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:

Mrs. Hemphill distributed copies of a proposed draft 2020 budget for consideration during the Truth In Taxation process. Chief Kludt explained the Capital Expenditures portion specifically relating to a proposed purchase of two medic units next year instead of one. Discussion took place between the board, Chief Kludt and Chief Brinkkoeter. Mrs. Hemphill stated that she would be working with the tax office towards the end of July and would start sending out proposed dates for the Truth In Taxation process for the commissioners to determine their availability. The board acknowledged.

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

Commissioner Hayes was absent for this meeting. Commissioner Whitcomb asked Commissioner Crossan to include on the next month's agenda. Mrs. Hemphill stated that there was a meeting between Commissioner Hayes and Commissioner Shirley-Menzel and that they have scheduled a meeting with the Alumni and Lt. Vayo (Department PR representative) in the next couple of weeks.

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 6/30/19, Statement of financial position for 6/30/19, Statement of Financial Income and Expense for June 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 16 claims to be approved for payment:

ESD#3 (date check 8/1/19)	July p/r	\$219,362.88
Local Landscape	mow 7/9	\$50.00
Triple Peak Auto	medic 6678 oil/fuel filter	\$319.20
Probo Medical	new medic ultra sound	\$6,300.00
Tremco Products	new medic anti-theft	\$124.55
North American Rescue	new medic tactical vests x 2	\$1,417.00
Group Mobile	new medic laptop	\$2,087.50
The Knox Company	new medic know box	\$911.00
Boundtree Medical	new medic thermometer, ventilator, etc.	\$9,636.09
Pelican BioThermal	cooler whole blood cooler	\$563.62
Frazer	Medic 55 suspension bags/doo r handles	\$1,595.58
VFIS	3rd qtr. insurance	\$1,078.00
Ranger Auto Supplies	medic 53 batteries	\$232.74
Handtevy	7x pediatric emergency bags	\$6,341.00
Valmark Chevy	Unit 0050 repair fuss/battery	\$472.10
Stericycle	medication waste fee	\$69.00

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

COMMISSIONERS COMMENTS:

Commissioner Dishman thanked the department for sending out a Fire Truck, Ambulance and personnel to the annual Junior Deputy Academy held at the middle school. Commissioner Whitcomb asked the commissioners to review their continuing education hours and make sure they have acquired or will acquire the required amount over their respective terms.

SECRETARY PRESENTATION OF COMMUNICATIONS RECEIVED:

Commissioner Crossan stated the district did not receive any correspondence.

NEXT MEETING: August 15th @ 6:30pm at Canyon Lake Fire/EMS Station 55

ADJOURN: Meeting adjourned at 11:32AM