

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

**Minutes of Regular Meeting October 18<sup>th</sup>, 2019**

**CALL TO ORDER:** Jim Whitcomb, President, declared a quorum and called the meeting to order at 10:00 am at Tye Preston Memorial Library, 16311 South Dam Access, Canyon Lake, Texas. Other commissioners present were: Tom Crossan, Kenneth Schein and Archie Dishman. Also present were Fire Chief Darren Brinkkoeter and Business Manager Angela Hemphill.

**CITIZEN'S COMMENT:**

There were no citizens present.

**APPROVE/DISAPPROVE MINUTES OF PREVIOUS MEETING:** The minutes of the regular meeting on September 19<sup>th</sup> had been emailed prior to the meeting. There were no changes/corrections requested. **The board accepted the proposed minutes as submitted.**

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON COMMUNITY PARAMEDICINE PROGRAM REGARDING STATUS OF CURRENT AND FUTURE EVENTS:**

Chief Brinkkoeter stated that Chief Kludt is currently attending the EMS Expo in Louisiana. He referred them to the Chief's report page 15 where there was some statistical data related to the program.

**CHIEF'S REPORT:** Fire Chief Darren Brinkkoeter informed the board that there were 262 EMS calls for service for the month of September. The average response time was 7:44. The board and Chief Brinkkoeter discussed the remainder of the report. He then informed the board of the recent brush fire incident that occurred on October 5<sup>th</sup> and involved approximately 226 acres of land on the north side of the district near Purgatory Rd. Fortunately there were no houses, vehicles damaged, only land. Multiple neighboring agencies along with State Assets (land and air) were utilized to extinguish this fire.

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR SEVEN (7) CARDIAC MONITOR BRACKETS THROUGH FRAZER, LTD. TOTALING \$17,304.00:**

Chief Brinkkoeter stated that this was a budgeted item however there was a price increase since receiving the quote in 2018 and there is a newer model that is a HD version. The district already purchased one to trial on Medic 51. He is requesting to outfit the remainder of the fleet which would be six (6) more brackets totaling \$14,832.00. **Commissioner Dishman moved to approve the proposed purchase order for six (6) cardiac monitor brackets through Frazer totaling \$14,832.00. Commissioner Crossan seconded and all commissioners approved.**

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

Commissioner Hayes was absent for this meeting the board tabled this item for November's meeting. Commissioner Crossan informed the board of the discussions held at the Town Hall meeting held in Vintage Oaks on October 10<sup>th</sup> regarding the upcoming election for ESD 3. Commissioner Whitcomb stated that he would be attending the Town Hall scheduled for October 29<sup>th</sup> in River Chase. Mrs. Hemphill reminded the board of the Annual Open House at Station 51 on October 19<sup>th</sup>.

**REVIEW, CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON INTERLOCAL SERVICE AGREEMENT BETWEEN ESD No. 2 & No. 3 FOR FISCAL YEARS 2020-2024:**

Commissioner Whitcomb asked the commissioners if they had comments regarding the Interlocal Agreement that was distributed to them at the September monthly meeting. Commissioner Crossan and Schein stated that they found a few items that possibly needed revision. Those comments were given to Mrs. Hemphill for review and possible insertion in the proposed agreement. He asked that Commissioner Crossan keep this item on the agenda for the November monthly meeting.

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE RENEWAL OF THE NANCY HARE BUILDING SEPTIC MAINTENANCE AGREEMENT BETWEEN COMAL COUNTY ESD NO. 2 AND AEROBIC SERVICES OF SOUTH TEXAS:**

Mrs. Hemphill stated that the service agreement and annual amount has not changed from the previous year, the dates of the agreement are the only change proposed by the vendor. **Commissioner Dishman moved to**

**approve the agreement between Comal County ESD No. 2 and Aerobic Services of South Texas for annual septic maintenance at the Nancy Hare Building. Commissioner Crossan seconded. All commissioners approved.**

**RECEIVE REPORT FROM THE TREASURER AND CONSIDER TAKING RELATED ACTION INCLUDING APPROVAL OF MONTHLY BILLS, INVOICES AND THE FINANCIAL REPORT:**

Commissioner Dishman distributed copies of the Treasurer's Report. Included in the report were Budget to Actual at 9/30/19, Statement of financial position for 9/30/19, Statement of Financial Income and Expense for September 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 10 claims to be approved for payment:

ESD#3	(date check 11/1/19) Nov. p/r	\$219,362.88
Stericycle	med waste disposal	\$138.00
Triple Peak Auto	Medic 8234 oil/fuel filter change	
	Medic 005 battery	
	Medic 6678 driver taillight issue	
	Medic 7042 brakes	\$1,019.16
RJC Services Inc.	GenSet repairs	\$767.52
VFIs of Texas	insurance	\$951.00
Texas Mutual Ins.	w/c ins. for board	\$193.00
Motorola	radio for new medic unit	\$6,559.05
Specialty Biomedical	repair of ventilator	\$867.90
Ranger Auto	bal. M55 Genset filter	\$5.02
Lake & River Landscape	mow 10/2	\$50.00

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

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON ENGAGEMENT OF AN AUDITOR TO PERFORM FOLLOWING YEAR AUDIT:**

Commissioner Crossan stated that this agenda item was part of the items that the attorney suggested be on the agenda by month. Commissioner Dishman stated that he recommends Rick Reed & Company again for requesting a proposal to conduct the FY2019 audit. He asked Commissioner Crossan to add to the January agenda as that's when we will look at firms to perform the audit. Commissioner Crossan acknowledged.

**REVIEW AND APPROVE QUARTERLY INVESTMENT REPORT FOR 3<sup>rd</sup> QUARTER:**

Commissioner Dishman informed the board of the accounts held by the district and the interest they are currently receiving.

**COMMISSIONERS COMMENTS:**

Commissioner Schein gave his appreciation to Chief Brinkkoeter for the detailed report regarding the wildland fire that occurred earlier in the month.

**SECRETARY PRESENTATION OF COMMUNICATIONS RECEIVED:**

Commissioner Crossan stated the district did not receive any correspondence.

**IDENTIFY AGENDA ITEMS FOR OCTOBER MEETING:**

Approval of Final Draft of Interlocal Agreement 2020-2024  
Follow up of Open House and Town Hall Meetings in October and Community Outreach status  
Confirm the terms of ESD 2 Commissioners and their respective interest in serving another term

**NEXT MEETING:** Friday, November 8<sup>th</sup> @ 10:00am at Tye Preston Memorial Library

**ADJOURN:** Meeting adjourned at 10:57 AM