

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

Minutes of Regular Meeting February 21st, 2019

CALL TO ORDER: Jim Whitcomb, Commissioner, declared a quorum and called the meeting to order at 6:30 pm at Tye Preston Memorial Library, 16311 South Access Rd., 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 and Business Manager Angela Hemphill.

APPROVE/DISAPPROVE MINUTES OF PREVIOUS MEETING: The minutes of the regular meeting on January 10th had been emailed prior to the meeting. No changes/corrections were requested. **The board accepted the proposed minutes as submitted.**

CITIZEN'S COMMENT:

There were no citizens present.

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 1/31/19, Statement of financial position for 1/31/19, Statement of Financial Income and Expense for January 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 14 claims to be approved for payment:

ESD#3	(date check 3/1/19) March p/r	\$219,362.88
Lake & River Landscape	mow 1/12 & 2/11	\$100.00
ESD#3	Safe D registration \$510	
	Bluebonnet Dodge \$179.10	
	Tax Office registration \$8.00	\$697.16
SAFE-D	Annual membership	\$1,100.00
Specialty Biomedical	Syringe pump repair	\$294.90
Stericycle	Medication waste fee	\$69.00
Checkpoint Tire	Medic 55 tire replacement	\$293.00
Physio Control	One-time fee	\$111.00
Physio Control	Quarterly billing	\$4,782.60
VFIS	Quarterly insurance premium	\$1,084.00
Take 5 Oil	unit 4311 state inspection	\$7.00
Ace Hardware	Multi-meter tool/batteries	\$28.78
Checked Flag	Unit 8234 Oil Change/fuel filter	\$400.28
ValMark Chevy	Unit 0050 DEF Sensor Issue/oil change	\$391.90

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 THE ESD 2 INVESTMENT POLICY:

Commissioner Dishman asked the board to please review last year's adopted policy and make any comments regarding needed revisions. Then asked for Commissioner Crossan to add this item to next month's meeting agenda for formal approval.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED RESOLUTION TO CLOSE ALL ACCOUNTS AT EDWARD JONES AND TRANSFER ALL FUNDS TO WELLS FARGO OR TEXPOOL:

Commissioner Dishman explained to the board that Edwards Jones has relayed that they are not able to comply with the district's Investment Policy and cannot accept any additional funds. The board discussed current accounts with Wells Fargo and Prosperity Bank as well as alternative financial institutions. **Commissioner**

Dishman moved that the board authorize a transition from Edward Jones to TexPool. Commissioner Schein seconded and all commissioners approved.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED RESOLUTION AUTHORIZING PARTICIPATION IN THE TEXPOOL INVESTMENT POOL AND DESIGNATION OF AUTHORIZED REPRESENTATIVES:

Commissioner Dishman moved to approve the proposed resolution authoring ESD 2's participation in the TEXPOOL Investment Pool and name the following as authorized representatives - Jim Whitcomb, Kenneth Schein, Tom Crossan and Archie Dishman. Commissioner Schein seconded. All commissioners approved.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON SELECTION OF AN AUDIT FIRM FOR THE 2018 FINANCIAL AUDIT:

Commissioner Dishman recommends engaging Rick Reed & Associates again. He states they have been the firm for the last few years and work well with Ms. Preston and him on completing the audit report. The board discussed the alternatives. **Commissioner Dishman moved to approve Rick Reed & Associates to conduct the district's 2018 Financial Audit. Commissioner Crossan seconded and all commissioners approved.**

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

Chief Kludt distributed copies of a proposal for the hiring process to bring on a Paramedic for the Canyon Lake Fire/EMS Community Health Paramedic Program (CHPP). He then explained that Commissioner Bowen of ESD 3 is reaching out to Cliff Avery and John Carlton of Safe D to discuss the filing of a bill that would allow for language change to Chapter 775, Health & Safety Code then authoring the districts to provide the service directly. Ms. Hemphill also explained Senate Bill 2 (tax reform) and where it currently was in the legislative process.

*Commissioner Dishman excused himself from the meeting.

CHIEF'S REPORT: EMS Division Chief Kludt informed the board that there were 205 EMS calls for service for the month of January. The average response time was 7:01. The board and Chief Kludt discussed the remainder of the report. He also mentioned that we are in the looking at the potential of carrying whole blood as part of a regional group through STRAC (South Texas Regional Advisory Council. He should have more information at the next monthly meeting. The board acknowledged the report as given.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE PURCHASE OF TWO (2) LIFEPAK 1000 AED AND THREE (3) LIFEPAK 15 CARDIAC MONITORS TOTALING \$162,749.30:

Chief Kludt explained that this is part of the yearly replacement process and all are budgeted for 2019. **Commissioner Schein moved to approve the proposed purchase order through Physio Control totaling \$162,749.30 for Two (2) Lifepak 1000 AEDs and Three (3) Lifepak 15 Cardiac Monitors. Commissioner Crossan seconded. All commissioners approved.**

CONSIDER, DISCUSS AND RECEIVE UPDATE ON BUILDING PROCESS FOR STATIONS 54 and 56:

Chief Brinkkoeter explained that we are still waiting on TXDOT comments for Station 54. Should be able to go out for bid in March if there are no additional delays. Chief informed the board of his positive meeting with Chief Zipp of Bracken Volunteer Fire Department (ESD 6) where they discussed service delivery to certain areas of their jurisdiction from our future Station 56.

CONFIRM ANNUAL REPORT WAS FILED WITH COMAL COUNTY COMMISSIONERS COURT:

Ms. Hemphill stated that ESD 2 and ESD 3 presented their joint annual report to Commissioners Court on January 31st.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON SELECTING ESD 2 COMMISSIONER TO WORK ON EMS WEEK SCHEDULED FOR MAY 2019:

Commissioner Whitcomb asked to keep this item on the agenda for next month but that he would consider assisting.

Executive Session:

Commissioner Whitcomb stated that board would enter into executive session at 1930 to discuss real property pursuant to Chapter 551.072 of the Texas Government Code. He stated that no decisions would be made during the executive session.

Meeting reconvened at 1935.

Commissioner Whitcomb declared the meeting back in open session and that no action was made during the executive session.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON UPDATING AND FILING RECORDS RETENTION POINT OF CONTACT:

Mrs. Hemphill stated that since there was no change in positions for the board's secretary which is currently deemed the point of contact with the Texas State Library and Archives that there was no need to update the information. The board acknowledged.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE SERVICE AGREEMENT BETWEEN COMAL COUNTY ESD 2 AND DR. JOHN R FLANAGAN:

Chief Kludt stated that the revised agreement was a one year agreement with an automatic renewal for another year if both parties did not request otherwise. He did advise that this will need to be added to the August agenda for consideration as part of the provider license renewal process for ESD 2.

COMMISSIONERS COMMENTS:

Commissioner Whitcomb stated that he and Commissioner Schein attended a Citizen's Fire Academy session where they along with Jane Bowen, Commissioner of ESD 3, gave the joint strategic plan presentation to the attendees and that it was well received. He also relayed that he, along with Chief Brinkkoeter and ESD 3 President Don Wagner received a letter of notification from the Comal County Judge, Sherman Krause, informing the districts of their intent to start cost sharing for the communications division of the Sheriff's Office. Mrs. Hemphill stated that Jane Bowen, ESD 3 Commissioner, indicated that she would like discuss at the next County Wide ESD meeting as there could be other options.

Commissioner Schein stated that he feels Dr. Flanagan is a good fit for our district and hopes that the he and the district will continue to work together going forward. All agreed.

Commissioner Crossan stated that Mrs. Hemphill, Commissioner Shirley-Menzel of ESD 3 and he attended the annual conference for the State Association of Fire and Emergency Districts. Good conference he stated however wishes there would be more EMS related classes.

SECRETARY: PRESENTATION OF COMMUNICATIONS RECEIVED:

Mr. Crossan indicated that the only communications received was the letter mentioned by Commissioner Whitcomb regarding the payment for services related to dispatch.

ADJOURN: Meeting adjourned at 7:55 PM