

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

**Minutes of Regular Meeting December 19<sup>th</sup>, 2019**

**CALL TO ORDER:** Jim Whitcomb, President, declared a quorum and called the meeting to order at 6:30pm at Tye Preston Memorial Library, 16311 South Access Rd., Canyon Lake, Texas. Other commissioners present were: Tom Crossan, Kenneth Schein, Michael Hayes and Archie Dishman. Also present were EMS Division Chief Brandon Kludt, 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 November 8<sup>th</sup> had been emailed prior to the meeting. There were no changes/corrections requested. **The board accepted the proposed minutes as submitted.**

**CHIEF'S REPORT:** EMS Division Chief Brandon Kludt informed the board that there were 186 EMS calls for service for the month of November. The average response time was 7:35. The board and Chief Kludt discussed the remainder of the report. Chief Kludt informed the board of the recent activities of the Community Health Paramedic Program and stated that the board of directors of Canyon Lake Fire/EMS, Inc. has executed the agreement with STRAC for participation in certain programs that will generate revenue.

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

Commissioner Hayes stated that at the last committee meeting held, the alumni group for the Citizen's Fire Academy was discussed regarding ways to get them more involved. Commissioner Whitcomb asked Commissioner Crossan to add an agenda item for reassignment to this committee since this would be Commissioners Hayes' last meeting.

**REVIEW AND UPDATE REPORT WITH TEXAS DEPARTMENT OF AGRICULTURE:**

Mrs. Hemphill stated that this annual report is a requirement under chapter 775.083 where general information is shared with the Texas Department of Emergency Management (TDEM) and that it has been filed for 2020.

**CONSIDER AND DISCUSS ATTENDANCE AT TEXAS STATE ASSOCIATION OF FIRE AND EMERGENCY SERVICES DISTRICT (SAFE-D) ANNUAL CONFERENCE:**

The board stated that all would be attending this conference. Mrs. Hemphill stated that all rooms at Moody Gardens were taken and that she would be securing rooms at another hotel where SAFE D has blocked rooms.

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION TO PREPARE REPORT FOR COMAL COUNTY COMMISSIONERS COURT AND COUNTY ATTORNEY IN JANUARY:**

Commissioner Whitcomb stated that he and Commissioner Wagner of ESD 3 will work on this report in early January with the assistance of Chief Kludt and Chief Brinkkoeter. Mrs. Hemphill stated that this presentation normally occurs on the 4<sup>th</sup> or last Friday of the month.

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE QUARTERLY REVIEW OF THE INTERLOCAL AGREEMENT CONTRACT OBLIGATIONS/METRICS:**

Commissioner Whitcomb asked that this agenda item be tabled until March/April allowing time to obtain some data for review based on the requirements of new Interlocal Agreement.

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON INFORMATION RELATED TO ADDITIONAL INTERLOCAL AGREEMENTS BETWEEN ESD 2 AND OTHER COMAL COUNTY ESD'S:**

Chief Brinkkoeter relayed that there has been discussion between he and ESD 7 Commissioner as well as the ESD 6 Fire Chief related to service delivery to their respective areas that are closer to the two new stations that are being built within our service area. Legally there is not a way for the residents to switch service providers by request. Interlocal agreements is the most practical way to move forward if residents are truly wanting a change in provider. Commissioner Whitcomb stated that the desire of ESD 2 is to work with other ESD's on whatever way provides the best service to the community.

**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 11/30/19, Statement of financial position for 11/30/19, Statement of Financial Income and Expense for November 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 15 claims to be approved for payment:

ESD#3	(date check 1/1/20) Jan. p/r	\$264,603.55
Dr. John Flannigan	4th qtr. med. Director	\$3,125.00
Lake & River Landscape	11/22 mow	\$60.00
Physio Control	Qtrly. Maint.	\$4,782.60
Frazer	Medic Repairs	\$964.04
Ranger Auto	M55 wiper blades	\$25.12
Comal Appraisal District	1st. qtr. dues	\$9,056.56
STRAC	2020 annual dues	\$600.00
Stericycle	medication disposal	\$138.00
Canyon Lake fire/EMS	Fire/EMS Safety Guide	\$9,509.58
Stryker	Bone Saw	\$16,629.12
Comal county Tax Office	Unit 4311 Registration	\$7.50
Valmart Chevrolet	Unit 7042 Exhaust/Suspension	\$1,046.75
Motorola	Multiplexer/Cables	\$256.50
ESD#3	Printing protocol books GETAC laptop rpr. Reimb.	\$1,334.23

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

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION CONCERNING TRANSFER TO RESERVE FUND:**

Commissioner Dishman stated that with the year end income versus expenses balance he is recommending the board authorize a transfer of \$368,000 to the reserve account. **Commissioner Hayes moved to authorize Commissioner Dishman to transfer \$368,000 from the TexPool General Account to the TexPool Reserve Account by year end. Commissioner Crossan seconded and all commissioners approved.**

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION CONCERNING LEGAL REPRESENTATION FOR THE BOARD:**

Commissioner Whitcomb relayed his recent correspondence between him and John Carlton, ESD 2 legal counsel. He has since talked to Attorney Doug White by recommendation of Ken Campbell and is requesting the board consider a change in legal counsel. **Commissioner Schein moved to authorize the district to seek other legal counsel as of the New Year. Commissioner Hayes seconded. All commissioners approved.**

**COMMISSIONERS COMMENTS:**

Commissioner Hayes gave his appreciation to the other commissioners and staff of the district for his years of working with them as part of ESD 2. Commissioner Whitcomb present Commissioner Hayes with a plaque recognizing him for his years of volunteering. The board also thanks Commissioner Hayes for all that he has done as a commissioner for ESD No. 2.

**SECRETARY PRESENTATION OF COMMUNICATIONS RECEIVED:**

Commissioner Crossan stated the district has not received any correspondence.

**NEXT MEETING:** Thursday, January 16<sup>th</sup> @ 6:30pm at Tye Preston Memorial Library

**ADJOURN:** Meeting adjourned at 7:20PM