

**COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3**

**MINUTES of October 23, 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: **Jane Bowen, Susan Shirley-Menzel, Holly Gill and Don Wagner**. Fire Chief Darren Brinkkoeter, EMS Division Chief Brandon Kludt, Community Health Paramedic Juanita Billeiter and District Business Manager Angela Hemphill were also in attendance. Commissioner Alan Stahlman was absent.

**Call to Order and Confirmation of a Quorum:** Commissioner Wagner called the meeting to order at 5:30PM, 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:** No citizens were present.

**Approval of Minutes:** The minutes of the regular monthly meeting held in September were previously made available to each commissioner by email. All changes/corrections that were requested have been reflected. The board accepted the minutes as revised.

**Treasurers/Business Manager's Report:** Angela Hemphill presented to the Board the budget versus actual report ending September 30<sup>th</sup>. She also presented the analysis reports relaying current year to date property tax and sales tax revenue received as of October 23<sup>rd</sup> compared to previous years. **The board acknowledged the report given.** Mrs. Hemphill presented the 3<sup>rd</sup> Quarter Investment report to district informing them of the current rates for the CD's, along with the reserve and construction funds accounts. **Commissioner Shirley-Menzel moved to approve the 3<sup>rd</sup> Quarter Investment Report as presented. Commissioner Gill seconded and all commissioners approved.**

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

EMS Division Chief Brandon Kludt presented the quarterly Operational Report. Discussion was held over long response times to the outer lying areas of the jurisdiction and how the department handles critical incidents in those areas. Chief Brinkkoeter stated that the Battalion Chief will call for mutual aid on certain incident types however there is no guarantee that mutual aid will be available or arrive prior to us. Commissioner Wagner asked how we are tracking high utilizers and Chief Kludt stated the same way as when we were tracking them for the Community Health Paramedic Pilot Program. Chief Brinkkoeter then stated that the existing 3 personnel from the 2018 Paramedic program are still waiting to take the 5<sup>th</sup> attempt at the National Registry Exam. The current six personnel are doing great and are starting their last semester of the program. Commissioner Wagner asked Commissioner Shirley-Menzel to remove the agenda item for the proposed training policy revision regarding reimbursement to the District for training multiple attempts at certification on future agendas because the current practice of handling outside training opportunities for the personnel have been adequate. Ms. Billeiter, the district's Community Health Paramedic, was in attendance and informed the board of the current status of the program and all that she has been doing in the community not only with other agencies but patients that have been referred to her by the Firefighters and/or outside entities.

**Committee Reports**

**Apparatus Committee:**

Chief Brinkkoeter gave the status of the TIFMAS truck arriving as early as mid-January as well as the Aerial Ladder Truck moving along in production.

**Audit Committee:**

Commissioner Wagner stated that there was nothing new to report.

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**Budget & Finance:**

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

**Building Committee:**

Mrs. Hemphill informed the board that Seidel Construction has been issued the Notice to Proceed for Station 56. They should have crews on site to start clearing the property within a week. She then stated that Station 54 however is still on hold waiting for TCEQ approval.

Mrs. Hemphill stated that there are no new developments regarding land acquisition in the Station 52 and Station 53 districts.

**Community Outreach:**

Commissioner Shirley-Menzel stated that the Open House was held on October 19<sup>th</sup> seemed to be well attended. She feels the coloring contest was a success and definitely something to include in future years and will consider including Home Schooled children.

**Community Health Paramedicine Program:**

The board discussed the status of the program earlier in the meeting.

**Compensation Committee:**

Commissioner Wagner stated that he and Commissioner Gill met with Mrs. Hemphill and Chief Brinkkoeter to review the proposed Vacation Policy. There is still additional revisions that are being discussed but the committee is recommending that currently the board authorize the following change: the rollover of unused hours at a maximum of 60 hours occurring on January 1<sup>st</sup> to change to the rollover of unused hours at a maximum of ½ their annual accrual to occur on their anniversary date of their employment with the district. **Commissioner Shirley-Menzel moved to approve the proposed change of the Vacation Policy as presented. Commissioner Bowen seconded and all commissioners approved.**

**Interlocal Agreement:**

Mrs. Hemphill stated that ESD 2 had additional changes requested but those have been reflected and reissued for review by the boards. No additional changes and/or corrections have been requested. Commissioner Bowen states that the committee recommends approving the Interlocal as proposed. **Commissioner Gill moved to approve the 2020-2024 Interlocal Agreement between Comal County ESD No. 2 and ESD No. 3 as proposed and authorize Don Wagner, President to sign on behalf of the district. Commissioner Bowen seconded and all commissioners approved.**

**COMMENTS:**

Commissioner Wagner requested Commissioner Shirley-Menzel add to the next agenda an item to discuss and consider revision to the district policy regarding Motions and Voting by the President.

**Announcements:**

No announcements were made.

**Next Meeting:** November 20<sup>th</sup> at 5:30PM

**Adjournment:** Meeting Adjourned at 7:07PM.