

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of April 21st, 2021

Regular Monthly Meeting

The following commissioners were present: **Alan Stahlman, Susan Shirley-Menzel and Don Wagner**. Fire Chief Darren Brinkkoeter, Assistant Fire Chief Robert Mikel, EMS Division Chief Christopher Clapper and Angela Hemphill - Chief Financial Officer were also in attendance. Commissioner Jane Bowen and Holly Gill were not in attendance. Others attending were our newly employed Quartermaster and resident, Ryan Bland along with Juanita Alexander, Canyon Lake Fire/EMS Community Health Paramedic.

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 Commissioner Shirley-Menzel that the meeting notice was posted in compliance with Government Code 551.041 and 551.043**. She affirmed.

Citizen's Comments: Ryan Bland, newly employed Quartermaster of ESD 3 and resident, introduced himself to the board. He gave a brief background and relayed his enthusiasm to be part of the department. The board welcomed him aboard.

Approval of Minutes: Minutes of the regular monthly meeting held in March were emailed to the board for review prior to the meeting. There were requested changes/corrections made. The board accepted the minutes as revised.

Treasurers/Chief Financial Officer's Report: Angela Hemphill presented to the Board the report containing 2021 Budget versus Actual as of month end March. She also presented the analysis reports relating current year to date property tax and sales tax revenue received as of April 21st compared to previous years. **The board acknowledged the report given.**

Ms. Hemphill presented the 1st Quarter FY21 Investment report. **Commissioner Shirley-Menzel moved to approve the 1st Quarter FY21 Investment Report as presented. Commissioner Wagner seconded and all commissioners approved.**

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

Fire Chief Darren Brinkkoeter summarized the department's report relating the total call volume for the 1st quarter of 2021 along with previous years 2016-2020. Average monthly response times for all of 2020 as well as the 1st quarter of 2021 were presented. The breakdown of responses per district and then by station were also presented. Chief Brinkkoeter introduced Christopher Clapper as our new EMS Division Chief. The personnel and leadership staff have been appreciative of the changes Chief Clapper has brought forth once in the position. Chief Brinkkoeter mentioned that Dr. Flanagan also complimented the new working relationship with Chief Clapper and assistance given by Ms. Hemphill during the staff meetings during this transition. Discussion related to TxDOT signage for the new stations occurred.

Committee Reports

Community Paramedicine Program:

President Wagner requested that out of respect for Ms. Alexander's time that the board allow for her report to be presented before other committee reports. Ms. Alexander distributed copies of a summary report regarding the Community Health Paramedic Program's current interactions with the community. She relayed the status of upcoming events she is participating in that haven't been able to occur due to COVID19 restrictions. She then spoke of ideas for additional

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projects she will be researching and possibly implementing if they are of benefit to the community and support the mission of the program.

Apparatus Committee:

Chief Brinkkoeter stated that a meeting has occurred with the specification committee related to the building out of a future engine for obtaining current costs. Future needs would include 2000 gallon tenders instead of brush trucks. A meeting has not been set with the apparatus committee but is in the works.

Audit Committee:

Mrs. Hemphill stated that the FY20 audit process is progressing normally. The on-site portion has been concluded and the firm has completed a draft report for our review which she has sent out to the committee. Once revisions/corrections are determined, a revised report will be sent to the remainder of the board for review. A final version is set to be presented at the May monthly meeting for formal approval and authorization to submit to Commissioner's Court.

Budget / Finance Committee:

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

Building Committee:

Ms. Hemphill informed the board that the district has completed its walk through with Seidel Construction, Chad Kennemer (ESD 3 personnel) and Ryan Rosborough, ESD 3 consultant with AGCM, Inc. for the punch list review on Station 56 to close out that part of the two station project. Station 54 is still awaiting a louver for the exterior pump house to be installed prior to substantial completion being issued. The final change order for the entire project has been finalized and includes the requested elimination of the DCDA Vault costs connected to Station 56.

Community Outreach:

Commissioner Shirley-Menzel stated that there was nothing new to report.

Compensation Committee:

Commissioner Wagner relayed that there was nothing new to report.

Strategic Planning Committee:

Ms. Hemphill requested that the board consider pushing back the tentatively scheduled workshop from April 28th to May 3rd or May 5th. The commissioners present agreed to either date and Ms. Hemphill stated she would check with Commissioners Gill and Bowen on their availability.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

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CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR REPAIRS TO UNIT 4907 TOTALING \$11,309.44 THROUGH SIDDONS MARTIN EMERGENCY GROUP:

Chief Mikel summarized the repairs needed to Engine 4907. Discussion occurred related to age of the unit and miles along with where it was on its replacement schedule. **Commissioner Shirley-Menzel** moved to approve the proposed purchase order for repairs to Unit 4907 totaling \$11,309.44 through Siddons Martin Emergency Group. Commissioner Stahlman seconded. All commissioners approved.

COMMISSIONER COMMENTS:

No comments were made.

Announcements:

No announcements were made.

Next Meeting: May 19th at 5:30 PM at Station 51

Adjournment: Meeting Adjourned at 7:36 PM.