

COMAL COUNTY
EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
Board Meeting Minutes, April 20, 2017

A Regular meeting of the ESD #1 Board was held at the Emergency Services Building at 353 Rodeo Drive, Spring Branch, Texas 78070 on Thursday, the 20th day of April 2017.

Discussion/Action Items:

1. Call meeting to order:

Having been duly posted, the meeting was called to order at 4:02 p.m. by President Bill Gonser. Commissioners John Scheffler and Mark Schmalz were present and a quorum was declared.

Guests in attendance:

Chief Mark Southwell – Bulverde-Spring Branch EMS

Ms. Jo Zuercher – Bulverde-Spring Branch EMS

Daniel Torres – Bulverde-Spring Branch EMS

Workshop Agenda

Public Comment: In accordance with the Texas Attorney General’s opinion, any public comment that is made on an item that is not on the published final agenda will only be heard by the Board of Commissioners. No formal action, discussion, deliberation, nor comment will be made by the Board of Commissioners. Citizens’ Comments are limited to 3 minutes per citizen.

Discussion/Action items (continued)

2. Approve March 16, 2017 regular meeting minutes: A motion was made and seconded to approve the minutes as presented. Motion carried.

3. Consider and approve bills/invoices to be paid - Commissioner Zunker: Commissioner Gonser identified the following as due for payment: (Copies of bills/invoices are attachments *1-a thru 1-c.*)

- a. Physio-Control, Inc. – Defibrillator equipment for new ambulances – Invoice #117026450 - \$108,071.62 (BSBES will not pay the sales tax)
- b. Expense Report for Laptop Purchase – Commissioner Hicks - \$1795
- c. ABIP – Certified Public Accountants and Advisors - Audit services and support. Invoice #47684 - \$5340.

Following discussion a motion was made and seconded to pay bills/invoices as presented. Motion carried.

4. Review, consider and accept monthly financial reports - Commissioner Zunker: A motion was made and seconded to defer this item until the next regular board meeting in May. Motion passed.

5. Committee and Council Reports - Commissioner Schmalz reported that the BSBES Board approved a policy change that will reimburse an employee for up to 15 days per calendar year for service in one of the military’s reserve programs. Additionally, the NP Board is continuing its effort to split out the part of the organization that is exclusively “Emergency Services”.

Commissioner Gonser reported discussions continue with the City of Bulverde about the potential use of ESD funds to widen highway 46. Several options are being looked at but no decision has been made. He also reported that ESD #4 is moving ahead with its efforts to build a new station at the Rebecca Creek location and that it is scheduled to be online at the end of 2018. The additional resources required to outfit and man the station were discussed and each ESD will be required to add those new costs to their out-year budget planning. Station #4 will require no new equipment. There will be an increase of 2 individuals per shift.

Commissioner Gonser will be setting up a meeting of the external communications committee and ESD presidents soon to discuss ways to better articulate the workings of ESDs.

Attachment 2a is the BSBES March 2017 Operations Report and attachment 2b is the BSB Fire and EMS Monthly Service Summary for March 2017.

6. Discuss VFIS presentation - Commission Gonser summarized the insurance briefing made by Mr. Danny Kerecman of VFIS of Texas at the ESD's 1,4, &5 Workshop and Council Meeting on 19 April 2017 (minutes are attachment 3). A motion was made to recommend an increase in the excess liability portion of the BSBES policy from \$1M to #3M for a cost NTE \$1000/annum (the total increase of \$2700/yr. will be split 3 ways between ESD 1,4, &5). The motion carried. Commissioner Gonser will report the ESD#1 decision back to the Council for further action.

7. Discuss Certificate of Interested Parties Form 1295 – Commissioner Gonser summarized the Form 1295 process now required for purchases exceeding \$50K including an email from T. Daniel Santee of Denton Navarro Rocha Bernal Hyde & Zech, PC (attachment 4a). He has already worked with Mechelle Salmon of the BSBES to set up an account for ESD#1 on the state's web site and had the supplier of the medical devices currently being purchased post a completed Form 1295 in that account. The form 1295 was then officially approved by Commissioner Gonser and Mechelle Salmon prior to being formally posted on the state web site as required. Commission Zunker is preparing a description of this procedure/policy for the board's reference. The plan is for several of the board members to have access to this account on the website for review and approval of future form 1295s. A copy of the 1295 will be place in these minutes (attachment 4b) and in BSBES's procurement file for the equipment.

8. Discuss Apparatus Committee Responsibilities and Vehicles and Associated Capital Equipment Objectives: Commission Gonser briefed the board on the proposed Apparatus Committee Responsibilities and Vehicles and Associated Capital Equipment Objectives (attachment 5). A motion was made, seconded, and passed to approve the document as written and forward to the BSBES.

9. Discuss new tablets for Commissioners: All commissioner now have their new laptops. Some minor technical issues are being worked with the IT support team.

10. Discuss agenda, time and date for next meeting: The next regular meeting of ESD1 is scheduled for Thursday May 18th at 4:00 PM in BSBES Building at Rodeo Dr.

12. Adjourn: A motion to adjourn was made, seconded, and passed. Meeting was adjourned at 4:45 P.M.

Mark Schmalz - Secretary

Board Acceptance _____ 2017 _____, Mark Schmalz
(Date) (Signature)

Attachments:

1-a: Physio-Control Inc. Invoice #117026450.

1-b: Expense Report for Harrell Hicks – ESD#1 Laptop Purchase

1-c: ABIP Certified Public Accountants and Advisors Invoice #47684

2a: BSBES Fire and EMS Monthly Summary – March 2017

2b: BSBES Operations Report – March 2017

3: Comal County ESD’s 1,4, &5 Workshop and Council Meeting Minutes for Apr 2017

4a: Form 1295 Legal Advice – DNRBH&Z

4b: Form 1295 – Certificate of Interested Parties for Cardiac Defibrillator/Monitors and Mechanical Chest Compression Devices Quote 00073338

5: Apparatus Committee Responsibilities and Vehicles and Associated Capital Equipment Objectives