

COMAL COUNTY
EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
Board Meeting Minutes, March 16, 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 16th day of March, 2017.

Discussion/Action Items:

1. Call meeting to order:

Having been duly posted, the meeting was called to order at 4:00 p.m. by President Bill Gonser. Commissioners Rhonda Zunker, John Scheffler, Mark Schmalz, and Harrell Hicks were present and a quorum was declared.

Guests in attendance:

Chief Southwell – Bulverde-Spring Branch EMS

Ms. Jo Zuercher – 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 February 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 identified the following as due for payment: (Copies of bills/invoices are attachments 1-a thru 1-e.)

a. Denton Navarro Rocha Bernal Hyde & Zech, P.C. Invoice No. 22558 – Legal services regarding equity and ambulance fees – \$97.50

b. VFIS Property and Casualty Insurance Policy Invoice No.36243 - \$1582

c. Expense reimbursements for SAFE-D Conference for John Scheffler - \$117.18, Mark Schmalz - \$102.72, and Harrell Hicks - \$81.32

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

Commission Zunker then proposed a resolution (attachment 2) to confirm a list of the current ESD#1 officers and to authorized them to get information about the accounts and loans held at Broadway Bank. A motion to accept the resolution was made, seconded, and approved.

Commissioner Zunker explained that in preparation for the upcoming audit we need to prepare of list of depreciated hardware. Chief Southwell offered that the inventory system currently in use might be able to be modified to identify items over a specific amount. Commission Zunker described the overall requirements to track items and will work with Chief Southwell to see if his proposal will meet the necessary requirements.

Commission Zunker also reported that we may have a fee from Broadway Bank for going over on the number of checks allowed on our money market account due to the SAFE-D reimbursement payments. Payment of this fee is still better than converting our account to a standard checking account and losing the additional interest

4. Review, consider and accept monthly financial reports - Commissioner Zunker:

Commissioner Zunker presented the Financial Report as of Mar 11, 2017. This report shows an Operating Balance of \$2,876,637.62 (Attachment 3-a) With outstanding bills of the same date, there are available funds of \$2,853,778.37. The additional amount of \$81.32 approved for reimbursement to Harrell Hicks in # 3 above will reduce that to \$2,853,697.05.

Additional Operating Account information including a Comal County wire of \$214,696.91 for March 2017 tax collections is available as Attachment 3-b. A record of remittance from Comal County and interest payments received is Attachment 3-c. .

A motion was made and seconded to approve the report as presented. Motion carried.

5. Committee and Council Reports - Commissioners Gonser reported that he and Commissioner Hicks had attended a meeting with the Bulverde Mayor and city manager asking several ESDs for funds for the widening of TX Highway 46 via redirection of sales tax collections over 10 years. No action is required since ESD #1 does not collect sales tax (ad valorem only) so this request would not affect ESD #1 at this time. The President will continue to monitor this effort for any additional developments.

The apparatus committee met to review several equipment disposition items. Attachment 4A summarizes the committee's recommendations to the council.

A document retention committee will be convened to review our current processes and make recommendations for improvement. Commissioner Schmalz will be the ESD #1 representative on this committee.

The Staff Planning and Staffing committee also met and continues to assess manning and qualification requirements to aid in future growth efforts.

The council is also collecting all comments on the Joint Service Provider Agreement for use in future discussions.

The cost sharing committee will reconvene soon to ascertain next year's recommend BSBES funding breakdown between ESD 1,4,&5.

The ESD web page is now active for the public to use. Commission Zunker summarized some of the types of information already available on the site (meeting agendas, minutes, contact information, etc.) and will work with BSBES personnel to incorporate some minor improvements in how meeting notifications will be handled.

The minutes from the March Council meeting will be included in next month's ESD #1 minutes.

6. Discuss SAFE-D Conference - A short discussion by all Commissioners followed. Commission Zunker was asked to follow up with BSBES on some new regulation, licensing and certification requirements to confirm they are being implemented once the charts from the conference are posted on the SAFE-D site.

7. Discuss establishing annual Goals and Objectives for ESD1: This item will be temporarily removed from the agenda until Commissioner Gonser receives inputs from the other commissioners.

8. Update status of purchasing new unit loose equipment for one of the ambulances purchased last year. A bid was received from Physio Control for 2 Defibrillators with a cost of \$108,176.01 (attachment 5). A move to purchase the 2 additional Defib units with a cost not to exceed \$110,000 was made and seconded. Motion passed. A bid for the new radios should be available at next month's meeting.

9. Discuss establishing criteria and standards for staffing, vehicle procurement, new unit loose equipment, designing/building new facilities and staff training: No discussion. This item will be worked with item #7.

10. Discuss purchasing tablets for Commissioners - Commissioner Gonser led discussion about which kind of hardware/software and functionality is required and what machines ESD#5 purchased. Commissioner Hicks reported those machines are no longer available but similar models are. A motion was made, seconded, and passed to purchase 5 laptop computers & software similar to the ones ESD#5 selected with a cost not-to-exceed \$3K. The BSBES IT department will assist in loading the software and email system that uses the new dedicated addresses.

11. Discuss agenda, time and date for next meeting: The next regular meeting of ESD1 is scheduled for Thursday April 20th at 4:00 PM in BSBES Building.

12. Adjourn: A motion to adjourn was made, seconded, and passed. Meeting was adjourned at 5:20 P.M.

Mark Schmalz - Secretary

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

Attachments:

1-a: Invoice from Denton Navarro Rocha Bernal Hyde & Zech, P.C.

1-b: VFIS Invoice #36243

1-c: Expense Report for John Scheffler

1-d: Expense Report for Mark Schmalz

1-e: Expense Report for Harrell Hicks

2: Board Resolution of Comal County Emergency Services District #1 authorizing the signing of checks and ability to obtain information regarding depository accounts and loans

3-a: Financial Report dated March 12th, 2017

3-b: Operating Account History as of March 9th, 2017

3-c: Record of Comal County Remittances and Interest Payment

4-a: Apparatus Committee Minutes and Recommendations

5-a: Physio Control Bid for 2 replacement Defibrillators