



BLANCO COUNTY EMERGENCY SERVICES DISTRICT #2
P.O. BOX 972, BLANCO, TX 78606

**Minutes
Board of Commissioners
May 17, 2022**

Attendees:

Ann Hall, President (AH)	C. Leach, Assistant Fire Chief
Carl Struck, Vice President (CS) Left Meeting at 5:43 pm	Wes Patton, Captain Community Paramedicine
Steve Scheffe, Treasurer (SS)	S. Wolfe, Fire
Matt Herden, Assistant Treasurer (MH)	B. Peterson Fire
Lynne McKirdy, Secretary (LM)	B. Collie, EMS
Ben Oakley, EMS Chief/Administrator	J. Ortega, Fire
Matt McMain, Fire Chief	Theresa Turner, Auxiliary Treasurer
David Hall, Attorney	Martha Herden, Auxiliary
	Kenneth Welch, Citizen

1. **Call to Order / Announcements** - Establish a quorum. **Quorum established; meeting was called to order at 3:00 pm.**
2. **Public Comment** – **Ken Welch offered that planning is underway for Solar Eclipse activities on April 8, 2024. This event will likely result in added calls and require community coordination. Mr. Welch also mentioned during the CHP agenda item that after hours medical services and urgent care services should be added to the Community Healthcare Needs Assessment.**
3. **Consent Agenda** – Items will be approved with a single vote. Items can be removed from the Consent Agenda for discussion. **Motion to approve the consent agenda by CS, seconded by LM. Motion approved.**
 - a. Approval of the April 19, 2022 Regular Meeting Minutes
 - b. Financial Reports as of 4/30/2022:
 - i. Monthly Financials:
 1. Texas Regional Checking: \$2,151,167.28
 2. Texas Regional CD: \$132,810.80
 3. Lone Star Money Market: \$234,410.74
4. **Fire & EMS Auxiliary**

- a. Consider requests/actions submitted to ESD. **Reports, meeting minutes and the 2022 - 2023 Budget were distributed prior to the meeting. Highlights: Budgeted expenses increased due to inflation, the Prolonged Response budget also increased based on 2022 responses. The Auxiliary also added a community event to celebrate the new rainwater storage tank installation. Recognition of donors who go 'above and beyond' is planned. A new expense line item "Event Giveaways" was added. Uniforms and Protective vests were also added to the budget this year. Upcoming events: Prolonged response training and possible parking fund raiser at the Lavender Fest.**
5. **Chiefs' Report.**

Fire and EMS reports were distributed prior to the meeting. CHP report (new) and Community Healthcare Needs Assessment distributed at the meeting.

 - a. COVID-19 Update – **Slight uptick in positive cases. Vaccine Administration continues.**
 - b. Operations Reports Fire & EMS. **MH inquired about the 'blown turbo'. Chief McMain stated that it was due to emission issues.**
 - c. Community Healthcare Paramedic (CHP) Program Update. **The new CHP report was distributed containing data on referral sources, number of enrolled participants, call type, and geographic area. Chief Oakley said the program was off to a great start with the number of enrollees exceeding the anticipated starting enrollment. Captain Patton provided details on special needs identified in the startup – transportation, food, access to medications, air conditioning and in one case, stairs were built by volunteers to assist an enrollee with safely entering and exiting their home. More discussions will take place to possibly identify volunteers to assist with certain activities. This would not include transportation as that is limited to ESD vehicles.**

The Blanco County Community HealthCare Needs Assessment was distributed. Captain Patton stated that this assessment/survey needs to be sent to as many respondents as possible and asked for assistance in distributing the assessment widely. Patton expects the final document should be available by Friday, May 27th.
 - d. Facilities Report
 - i. Updates on Recent Projects. **Shelving has been completed. Front door sign to be relocated. Landscaping is in process with Theresa Turner working with FF Peterson. Auxiliary will actively solicit donations for this purpose.**
6. **Finance & Planning Matters**
 - a. Update on AED's in District and AED Partnerships.

Chief Oakley provided an update on the 2019 approved motion to send out agreements to the pillar I AED sites (Stripes/711, Gem of the Hills, Courthouse, City Hall, and Police Station) turning ongoing responsibility for inspections and maintenance over to those locations. The agreements were never sent to those Pillar I host sites. Since that time, several other locations, Pillar II, worked through the ESD to secure AEDs. The Pillar II locations, mostly churches, paid for the AEDs via reimbursement. All involved entities were non-profits.

Motion by LM to rescind the 2019 AED Agreement and Responsibility plan. EMS will continue to support the 5 original locations (Pillar I) with periodic inspections and replacement of expired batteries and pads. EMS will discontinue adding any additional Pillar II locations, with the exception of Blanco Good Samaritan once an agreement is finalized. Instead, EMS will provide interested parties with a listing of AED providers. Seconded by CS. Motion approved.
 - b. Review & Consider Approval of Strategic Plan Updates. **Strategic Action Plan distributed. The updated 2022-2026 plan will be placed on the ESD website. Motion to approve the update plan by CS, seconded by LM. Motion approved.**
 - c. Review & Consider Approval of Purchase of Knox KeySecure 6 for Tender 81. **All Knox boxes were delivered and installed. One eKEY Master was missing on a tender.**

- Motion to approve the purchase of an additional eKEY in the amount of \$1,636.00 by LM, seconded by MH. Motion approved.**
- d. Required Training
 - i. Cybersecurity Training – Due by June ESD Meeting (Tex Gov Code §2054.5191). **All Commissioners have completed the training.**
 - e. Annual Governmental Funds Investment Report – Presentation by ESD Treasurer and Assistant Treasurer required annually to ESD2 Board of Commissioners for review (Tex Gov Code §2256.005(e)). **Motion to leave the current investment policy in place but monitor the CD rate environment with a focus on safety, liquidity and yield, by SS, seconded by CS. Motion approved.**
 - f. Budget –
 - i. Internal Replacement Schedules for Capital Equipment over \$5000. **Chief Oakley distributed the Internal Replacement schedule for Capital Equipment. Tender 82 is scheduled for replacement. Additionally, 50% of the Bunker Gear scheduled for 2023-2024 will be replaced in 2023 since half of the gear has aged out.**
 - ii. Employee Compensation Comparison. **Medic Collie presented findings from his salary and benefit review. The findings were from a mixture of 501c3's, ESDs, and Hospital Districts. Locations included Hamilton, Seguin, Hays and Kendall County. The presentation was distributed after the meeting via email.**
 - iii. Staffing Plan with costs per employee. **Staffing plan distributed.**
 - iv. Asset Management Policy / BCESD2 Asset Report. **Asset report distributed.**
 - v. Draft 1 Budget Presentation – Discussion/Questions. **Draft 1 of the FY2023 Budget was distributed. A change to the Kendall County coverage agreement was discussed. Due to inflation and other escalating costs Kendall County will be advised that the renewal rate for the next year of service will be \$10,000. Chief Oakley will send out the new agreement with the new annual rate. AH suggested that all Commissioners review Draft 1 and send any questions directly to Chief Oakley.**
7. **Executive Session if requested – Not Required.**
 8. **Return to Open Session:** Discuss and consider action on matters discussed in Executive Session
 9. **Adjourn: Meeting was adjourned at 5:53 pm. Next meeting will be Tuesday, June 21, 2022 at 3:00 PM.**

Respectfully submitted,

Lynne McKirdy, Secretary