

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

**MINUTES of August 24, 2022**

**Regular Monthly Meeting**

The following commissioners were present: **Don Wagner, Susan Shirley-Menzel, Stuart Magloff, Holly Gill and Alan Stahlman.** Fire Chief Robert Mikel, Benefits Specialist Shawna Bantis, Battalion Chief Jeffrey Kahanek, Captain Dustin Bednorz and Engineer Brandon Barnet were also in attendance. CFO Hemphill attended the meeting via Zoom. Citizen Bob Janusaitis was also in attendance.

**Call to Order and Confirmation of a Quorum – Public Hearing and Regular Monthly Meeting:**

President Wagner called to order the Tax Rate Public Hearing at 1:30 PM, and declared that a quorum was present. No citizens asked to speak and no comments were made or heard. The Tax Rate Public Hearing closed at 1:45 PM. Hearing adjourned.

The Regular Monthly Meeting was called to order by President Wagner at 1:46 PM and declared that a quorum was present.

**Citizen's Comments:**

There were no citizen comments.

**Approval of Minutes:** The July regular meeting minutes and the August special meeting and budget workshop minutes were approved by the Board.

**Treasurers / Chief Financial Officer's Report:**

CFO Hemphill reported on the quarterly financial report to include the previous month and current month's cross comparison. The bills and financials from July to include property and sales tax revenue were presented. CFO Hemphill stated that we are in line with where we should be in regards to property and sales tax numbers.

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

Fire Chief Mikel updated the Board on the status of the "go live" date for CAD and Station Alerting and confirmed that the go live date is slated for the first week of September. The radio system portion of the alerting is moving forward and on track. We have learned that Comal IT is requesting that an Interlocal Agreement be put in place which Fire Chief Mikel wants to be sure Canyon Lake Fire/EMS is included. He stressed the fact that the dispatchers must at least meet the National NFP Standard and we will only pay for calls that meet the standard.

Fire Chief Mikel updated the status of the Battalion Chief process and was happy to announce that Captain Dustin Bednorz has been promoted to Battalion Chief for C Shift. The Department is now moving forward with a Captain and Lieutenant process to fill the current openings.

Fire Chief Mikel also updated the Board on the ISO agreement between ESD No. 3 and ESD No. 6. The residents within ESD No. 6's jurisdiction will not receive ESD No. 3's ISO rating, they will receive ESD No. 6's lowest ISO rating. There will be no change to our Interlocal Agreement.

**Committee Reports:**

**Apparatus Committee:**

Nothing new to report at this time.

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**Audit Committee:**

Nothing new to report at this time.

**Budget / Finance Committee:**

CFO Hemphill asked that the status of the possible budget amendments be tabled until the next regular monthly meeting.

**Building Committee:**

Commissioner Stahlman stated that he would like Fire Chief Mikel to hire two expert consultants to conduct a feasibility study for the new station build at 106 Oblate Drive, current location of Station 52. President Wagner stated that he would like this to be scheduled within the next two weeks so that project will move forward more quickly, Fire Chief Mikel agreed.

**Community Outreach:**

Nothing new to report at this time.

**Compensation Committee:**

Nothing new to report at this time.

**Strategic Planning Committee:**

Nothing new to report at this time.

**Canyon Lake Fire/EMS, Inc:**

Commissioner Susan Shirley-Menzel stated that resident Bob Janusaitis has joined the Board and that the date of the next meeting is to be determined.

**OLD BUSINESS:**

**UPDATE ON THE SHAPE FILE CREATION:**

CFO Hemphill stated that the shape file creation has been completed. The determination of the boundary lines for ESD No. 3 as well as ESD No. 1, 4 and 7 along with the response times are still currently being discussed.

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PROGRAM LETTER OF AGREEMENT BETWEEN COMAL COUNTY ESD No. 2, COMAL COUNTY ESD No. 3 AND UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT SAN ANTONIO JOE R. & TERESA LOZANO LONG SCHOOL OF MEDICINE FOR THEIR GME PROGRAM STUDENTS TO PERFORM CLINICAL OBSERVATION HOURS WITH CANYON LAKE FIRE/EMS.**

Fire Chief Mikel asked that the status of the letter of agreement be tabled until the next regular monthly meeting.

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**NEW BUSINESS**

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR PERSONNEL UNIFORMS TOTALING \$26,265.00 THROUGH CODE BLUE POLICE SUPPLY. (BUDGETED).**

Fire Chief Mikel explained the cost and needs associated with the uniform purchase request.

**MOTION:** Commissioner Gill moved. Commissioner Stahlman seconded.

**ACTION:** The motion passed unanimously.

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION/APPROVAL OF THE PROPOSED FY 2023 ANNUAL M&O BUDGET AND I&S (DEBT) BUDGET.**

CFP Hemphill discussed the FY 2023 annual M&O budget and the I&S (debt) budget.

**MOTION:** Commissioner Magloff moved. Commissioner Stahlman seconded.

**ACTION:** The motion passed unanimously.

**TAKE A RECORD VOTE ON THE DISTRICT'S 2022 MAINTENANCE & OPERATIONS TAX RATE AND INTEREST & SINKING (DEBT) TAX RATE, ADOPT AN ORDER LEVYING TAXES AND AUTHORIZE FILING THE ORDER WITH THE COMAL COUNTY TAX ASSESSOR/COLLECTOR.**

**MOTION:** Roll call vote. Shirley-Menzel, Gill, Wagner, Stahlman and Magloff all in favor.

**ACTION:** The motion passed unanimously.

**Comments:**

No comments at this time.

**Announcements:**

No announcements at this time.

**Next Meeting:** Wednesday, September 21<sup>st</sup>, 2022 @1:30 PM Regular Monthly meeting.

**Adjournment:** Meeting Adjourned at 3:09 PM.