

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

**MINUTES of October 19, 2022**

**Regular Monthly Meeting**

The following commissioners were present: **Don Wagner, Susan Shirley-Menzel, Stuart Magloff and Holly Gill. Commissioner Stahlman arrived at 2:01pm.** Fire Chief Robert Mikel, Assistant Fire Chief Christopher Clapper, CFO Angela Hemphill, Benefits Specialist Shawna Bantis, Training Captain Brad Elkins, Battalion Chief Justin Lowth and Engineer Charles Richard were also in attendance.

**Call to Order and Confirmation of a Quorum:**

President Wagner called the meeting to order at 1:30 PM, and declared that a quorum was present.

**Approval of Minutes:** The September regular meeting minutes were approved by the Board.

**Citizen's Comments:**

There were no citizens present.

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

CFO Hemphill reported on the 3rd Quarter financial reports and the monthly bills and invoices to include the previous month and current month's cross comparison. She stated that we are in line with where we should be in regards to property and sales tax numbers. CFO Hemphill explained the eleven (11) CD's we currently have with Security State Bank will be cashed out and the funds will be wire transferred to TexPool in accordance with the Board's September 2022 action.

**MOTION:** Commissioner Shirley-Menzel moved to accept the 3rd Quarter Investment Report. Commissioner Magloff seconded.

**ACTION:** The motion passed. Commissioner Stahlman not present for this vote.

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

Fire Chief Mikel went over his 3rd Quarter operational report which included updates on staffing, the radio system and CAD & station alerting. Fire Chief Mikel updated the Board on the status of our new hires and stated that we are officially fully staffed at this time. Our internal promotional exams are still slated for January 2023. He updated the Board on the status of the radio communications and that the 1<sup>st</sup> Quarter of 2023 is the anticipated date for the communications completion. Fire Chief Mikel reported that the Peer Counseling training has been completed and that Firefighter Colin Campbell has taken the lead role in regards to the Regional Peer Counseling Program. Fire Chief Mikel stated that the Active Attack Integrated Response (AAIR) Training Class will take place in January 2023 with Captain Elkins being in charge of facilitating the training. This 40-hour class is to "Train the Trainers" with other agencies, fire, EMS and law enforcement invited to attend. At this time Captain Elkins was asked to explain the program in more detail in which he did, explaining that the training program is designed to help first responder agencies work together to be ready to take action in the event that a large-scale emergency incident occur. There is also a Comal Active Threat Committee that meets monthly.

Assistant Fire Chief Clapper updated the Board on the status of our paramedic students and stated that the TEEX program is almost 100% complete with eighteen (18) students being eligible to take their National Registry test.

**Committee Reports:**

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**Apparatus Committee:**

Nothing new to report at this time.

**Audit Committee:**

Nothing new to report at this time.

**Budget / Finance Committee:**

Nothing new to report at this time.

**Building Committee:**

Commissioner Stahlman stated that a meeting will be held on Monday, 10/24 with the septic engineer at Station 52. From there, we will work with a designer on station plans.

**Community Outreach:**

Commissioner Shirley-Menzel stated that she's working on a Fall Prevention Program and is gathering information to create a handout that can be distributed to the community. CFO Hemphill stated that Captain Elkins has also reinstated our community CPR classes and he's hosted several classes to date. Engineer Richard stated that the CLPFFA members will be providing a scholarship for one local high school student to receive a full scholarship to attend Fire/EMS school. There are five local high schools that have been invited to participate.

**Compensation Committee:**

Nothing new to report at this time.

**Strategic Planning Committee:**

Nothing new to report at this time.

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

The Donations Drive mailout should be ready for review soon and then mailed out by our distributor after the Committee approves the final letter.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR ONE (1) S750 TRANSIT CONNECT CL VAN TOTALING \$34,210.00 THROUGH FORD OF BOERNE (BUDGETED).**

The Apparatus Committee has reviewed the purchase order, needs and necessity for the transit van and recommends this purchase to the Board.

**MOTION:** Commissioner Gill moved to approve the proposed purchase order for one S750 Transit Connect CL Van totaling \$34,210.00 through Ford of Boerne (budgeted). Commissioner Stahlman seconded.

**ACTION:** The motion passed unanimously.

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**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR TWO (2) PIERCE CUSTOM ENFORCER PUMPERS TOTALING \$1,665,060.00 THROUGH SIDDONS MARTIN EMERGENCY GROUP.**

Fire Chief Mikel stated that he has presented to the Apparatus Committee a proposed early procurement of the two planned pumper purchases for 2024 and 2025 respectively, due to the extended build times and upcoming price increase to be imposed on November 1, 2022 by Siddons Martin. The Apparatus Committee recommended this purchase.

**MOTION:** Commissioner Shirley-Menzel moved to approve the proposed purchase order for two Pierce Custom Enforcer Pumpers totaling \$1,665,060.00 through Siddons Martin Commissioner Gill seconded.

**ACTION:** The motion passed unanimously.

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED CONSULTING AGREEMENT TO PERFORM FEASIBILITY STUDY FOR STATION 52 PROPERTY BETWEEN EIKON CONSULTING GROUP AND COMAL COUNT ESD NO. 3.**

Fire Chief Mikel explained what the consulting agreement and feasibility study for Station 52 entails. EIKON Consulting Group gave us a quote for the study and Fire Chief Mikel asked for additional approval to move forward with engaging EIKON. A form 1295 will need to be completed first and the Building Committee will approve moving forward only after the Septic Engineer's findings are discussed.

**MOTION:** Commissioner Magloff moved to approve the proposed consulting agreement to perform a Feasibility Study for Station 52 property between EIKON Consulting Group and Comal County ESD No. 3. Commissioner Shirley-Menzel seconded.

**ACTION:** The motion passed unanimously.

**Commissioner's Comments:**

Commissioner Shirley-Menzel mentioned that the Celebration of Life for Mrs. Pantermuehl occurred recently and that the family of Mrs. Pantermuehl were very honored and impressed that personnel and apparatus from Canyon Lake Fire/EMS were there to honor her life and contribution to our Department.

**Announcements:**

The Canyon Lake Fire/EMS Christmas Party is being held on Friday, December 9<sup>th</sup> at the Clubhouse in Vintage Oaks.

**Next Meeting:** Wednesday, November 16<sup>th</sup>, 2022 @1:30 PM Regular Monthly meeting.

**Adjournment:** Meeting Adjourned at 3:23 PM.