

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

**MINUTES of January 19, 2023**

**Regular Monthly Meeting**

The following commissioners were present: **Don Wagner, Susan Shirley-Menzel, Stuart Magloff, Alan Stahlman and Holly Gill.** Fire Chief Robert Mikel, CFO Angela Hemphill and Benefits Specialist Shawna Bantis were in attendance.

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

President Wagner called the meeting to order at 1:33 PM, and declared that a quorum was present.

**Confirmation of reappointment and taking oath of office Alan Stahlman.**

**Confirmation of reappointment and taking oath of office Holly Gill.**

**Election of Officers for 2023:**

Discussion in regards to the current elected positions took place.

**MOTION:** Commissioner Shirley-Menzel moved to keep all positions as they currently stand. Commissioner Gill seconds.

**ACTION:** The motion passed unanimously.

**Motion for authorization given to check signers:**

No changes made; no action taken.

**Establish time and date of monthly meetings:**

The regular monthly meetings will occur the third Thursday of each month at 1:30PM.

**Review and reaffirmation of standard operating guidelines, i.e., line of succession, presidential motions and voting, citizen comments, etc.**

No changes made; no action taken.

**Appointment of Commissioners to Committees:**

\*Apparatus – Commissioner Stahlman, Chair. Commissioner Gill, Co-Chair.

\*Audit – President Wagner, Chair

\*Budget and Finance – Commissioner Stahlman, Chair. Commissioner Magloff, Co-Chair.

\*Building – Commissioner Stahlman, Chair. Commissioner Shirley-Menzel, Co-Chair.

\*Compensation – Commissioner Gill, Chair. Commissioner Shirley-Menzel, Co-Chair.

\*Strategic Planning – Commissioner Magloff, Chair. Commissioner Gill, Co-Chair.

\*ESD No. 3 Representatives (2) to Canyon Lake Fire/EMS Board – Commissioner Shirley-Menzel, Chair. Commissioner Magloff, Co-Chair.

**Citizen's Comments:**

No citizens were present.

**Approval of Minutes:** The January (for December 2022) regular meeting minutes were approved by the Board.

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

CFO Hemphill reported on the monthly financial report to include the previous month and current month's cross comparison. The bills and financials from December to include property and sales tax revenue were presented and are in line with where they should be. The quarterly financial report and the 4<sup>th</sup> quarter investment report were presented. CFO Hemphill stated that we brought in 12 million in revenue. The amended budget report shows a 1.3 million surplus. We received 2.1 million in the month of January which was deposited into our TexPool account.

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

Fire Chief Mikel updated the Board on the status of Captain's Promotional Process and reported that Brett Parker has been promoted. The Lieutenant's Hiring Process is still underway with (4) internal and (2) external applicants at this time. The application deadline is January 20<sup>th</sup>.

Fire Chief Mikel stated that in late March/early April the radio system operations meeting will be set to review our overall satisfaction and requests in regards to dispatch. Once this has been conducted and the new tower sites complete, station alerting should be complete.

The 4<sup>th</sup> Quarter Operation Report was presented to the Board. A meeting occurred with ESD No. 6, Chief Zipp, to go over the ILA and mutual aid. It was stated that ESD No. 6 is very pleased with the mutual aid we are providing to the Copper Ridge area. Fire Chief Mikel stated that we are experiencing significant delays in reaching homes in this area due to it being a gated community and having excessive speed bumps. Chief Zipp is aware of this issue. CLF/EMS was given Kudos from the family of an 11-year-old boy who was involved in a motor vehicle accident where life-saving measures were performed and the boy made a successful recovery. The accident occurred within the mutual aid jurisdiction.

The Paramedic Program we are hosting will begin on February 22<sup>nd</sup> and will end in August with full completion and National Registry testing slated for November.

Fire Chief Mikel updated the Board on Tender 55 which was struck by lightning in June of 2022. The unit will be back in service as soon as the air brakes are repaired which should be in a few weeks from now.

Assistant Fire Chief Clapper concluded by stating that there were two significant EMS/Fire calls during the month and the crews did a phenomenal job with both life-saving and salvage/overhaul measures. CLF/EMS crews continue to go above and beyond with great customer service.

**Committee Reports:**

**Apparatus Committee:**

Nothing new to report at this time.

**Audit Committee:**

Nothing new to report at this time.

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**Budget / Finance Committee:**

Consider, discuss and take appropriate action on the approval of proposed Investment Policy for FY23. Discussion occurred.

**MOTION:** Commissioner Stahlman moves to accept the FY23 Investment Policy. Commissioner Gill seconded.

**ACTION:** The motion passed unanimously.

**Building Committee:**

Commissioner Stahlman stated that the contractor that was hired to clear and remove brush along the property line at Station 52 has begun the job. He also stated that there is nothing new to report in regards to the feasibility study for the property.

**Compensation Committee:**

Nothing new to report at this time.

**Strategic Planning Committee:**

Commissioner Magloff stated that the Committee met on January 4<sup>th</sup> and agreed it would be best to get input from ESD No. 2 for strategies and objectives. The Master Plan was also reviewed and discussion made that each committee will get a 10-year template with assumptions. Each will need to plan out their respective categories. CFO Hemphill is in charge of sending out the template with the assumptions. During the months of February and March, each sub-committee will meet up with CFO Hemphill to provide their input. The goal is to present the consolidated Master Plan to the Board in May.

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

The donations received to date and how they should be dispersed were discussed. Chief Mikel was asked for suggestions of donations. He mentioned that the Peer Counseling was of utmost importance and would need training, supplies, etc.

**NEW BUSINESS:**

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE PROPOSED ANNUAL REPORT TO BE PRESENTED TO COMMISSIONERS COURT ON JANUARY 26, 2023.**

President Wagner stated that he will review the proposed annual report and make any suggestions prior to January 26<sup>th</sup> but that he'd like the ILA to be added to the Cooperative Partnership section of the report. Commissioner Gill asked that the Joint Strategic Plan Initiative be removed from the presentation and President Wagner agreed.

**Commissioners Comments:**

No commissioner comments at this time.

**Announcements:**

No announcements at this time.

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**Next Meeting:** Thursday, February 16 at @1:30 PM Regular Monthly Meeting.

**Adjournment:** Meeting Adjourned at 3:03 PM.