

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of November 16, 2023

Regular Monthly Meeting

The following Commissioners were present: **Don Wagner, Susan Shirley-Menzel and Stuart Magloff. Commissioners Alan Stahlman and Holly Gill were not in attendance for this meeting.** Fire Chief Robert Mikel, Assistant Fire Chief Christopher Clapper, CFO Angela Hemphill, Benefits Specialist Shawna Bantis and Battalion Chief Jeffrey Kahaneke were in attendance along with citizen Bob Janusaitis.

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 and confirmed with Commissioner Shirley-Menzel that the meeting notice was posted in compliance with Government Code 551.041 and 551.043. She affirmed.

Citizen's Comments:

No citizen's comments.

Approval of Minutes:

The October Regular Meeting minutes were approved by the Board.

MOTION: President Wagner moved to accept the October Regular Monthly Meeting minutes. Commissioner Magloff seconded.

ACTION: The motion passed unanimously.

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 expenses for the month were reviewed. She stated there is nothing out of the ordinary with the numbers to report. An update on the funds received from EmergiFire was given.

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

In regards to the CAD status, Fire Chief Mikel reported that we are still in the process of waiting for the radio installation by Westnet to occur. The Sheriff's Department is nearing completion of their portion of the radio alerting. A meeting with Motorola, Westnet and area Fire Chiefs will occur on 11/17/23.

It was reported that thus far nearly all students from the Paramedic Class of 2023 have passed their National Registry test. The scheduling for the 2024 Paramedic Program has begun.

It was reported that the new Engine 52 is now in service and is a great addition to the fleet as it is a "top of the line" engine. The specifications of the engine were given. The new Battalion vehicle is complete and is scheduled to be delivered within the week. The existing Battalion vehicle will be deemed "surplus" and will be added to the December regular monthly meeting agenda for consideration and vote.

Fire Chief Mikel reported to the Board that the Regional Dive Team creation has made additional progress. The next Guada Coma meeting will be held in January 2024 and Fire Chief Mikel stated that he will be in attendance and report back with any new information to the Board.

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An update was given on the Automatic Aid Agreement with ESD No. 7. Although ESD No. 7 has reprinted the jurisdiction maps, it seems there are some errors that need to be addressed. The finalization of the agreement will be presented at ESD No. 3's regular monthly meeting in December.

Fire Chief Mikel also presented response times, mutual aid responses and updated the Board on the Interlocal Agreement (ILA) with ESD No. 6.

Committee Reports:

Apparatus Committee:

Fire Chief Mikel reported that the specification process for the new Brush Truck that we will obtain in 2024 is currently underway.

Audit Committee:

CFO Hemphill will obtain an engagement letter for the 2023 audit for consideration at the December regular monthly meeting.

Budget and Finance Committee:

Nothing new to report however, CFO Hemphill stated that she and Commissioner Stahlman will schedule a meeting in the near future. She also stated that she is working with the auditors to discuss the need for an additional administrative employee of the District be trained on the check cutting process.

Building Committee:

CFO Hemphill reported that Commissioner Stahlman is still in the process of working on the proposal for the site work for Station No. 52 and that the proposal will be added to the December regular monthly meeting agenda for consideration and vote. There is nothing new to report in regards to the negotiations for the contract with Martinez Architects for Station 52. It was also reported that the search to obtain property for the new Station No. 53 building continues.

Compensation Committee:

Nothing new to report.

Strategic Planning Committee:

Nothing new to report however, CFO Hemphill and Commissioner Magloff will schedule a meeting in the near future.

Canyon Lake Fire/EMS, Inc:

The Board for Canyon Lake Fire/EMS, Inc. met recently and reviewed previous suggestions from Fire Chief Mikel for use of the funds from the 2022 Fund Raiser. Since the Forcible Entry Doors were already in budget and did not meet criteria as a community benefit, this was eliminated from consideration. After discussion, the Pulse Point CAD implementation subscriptions were approved. CPR for 550 was approved. The smoke detector program was approved.

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Other suggestions for future programs that would benefit the community were fall prevention and wildfire education.

OLD BUSINESS:

No old business.

NEW BUSINESS:

No new business.

Commissioners Comments:

No Commissioner comments.

Announcements:

Benefits Specialist Shawna Bantis stated that the CLF/EMS Firefighter & Family Christmas Party will be held on December 8th at 6pm at the Holiday Inn Convention Center.

Next Meeting: Tuesday, December 12th at @1:30 PM Regular Monthly Meeting.

Adjournment: Meeting Adjourned at 2:28 PM.