

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of August 17, 2023

Regular Monthly Meeting

The following Commissioners were present: **Don Wagner, Alan Stahlman, Stuart Magloff and Susan Shirley-Menzel. Commissioner Holly Gill was not present for this meeting.** Fire Chief Robert Mikel, Assistant Fire Chief Christopher Clapper, CFO Angela Hemphill and Benefits Specialist Shawna Bantis were 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 1:47 PM. Hearing adjourned.

The Regular Monthly Meeting was called to order by President Wagner at 1:47 PM and declared that a quorum was present.

Citizen’s Comments:

No citizen comments.

Approval of Minutes: The July regular monthly meeting minutes and the August Special Meeting / Budget Workshop minutes were tabled by the Board.

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. Nothing out of the ordinary and property taxes are coming in as predicted. CFO Hemphill reported on EmergiFire, our fire billing and collections entity. It was stated that although the collections have not been significant yet, she anticipates they will increase in the future.

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

Fire Chief Mikel reported that in response to Comal County issuing a Declaration of Disaster due to the high fire danger and extreme heat we have opened up two stand-by Brush Truck positions to be staffed by current personnel. This will provide eight hours of additional coverage each day to assist with the dangerous fire conditions and the safety of our personnel and the community.

An update was given on the personnel we have deployed to assist neighboring agencies with fires occurring outside of our jurisdiction. The Tifmus truck is also in use with the deployed personnel.

Fire Chief Mikel reported that there is no update on when CAD will go live.

An update was given on the 2023 TEEX Program. The students are in the last week of their classroom phase and are working towards their skills testing.

There is no update on the boundary lines at this time.

Committee Reports:

Apparatus Committee:

Nothing new to report.

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Audit Committee:

Nothing new to report.

Budget and Finance Committee:

Nothing new to report.

Building Committee:

The building committee has narrowed those that submitted for Request for Qualifications (RFQ) to three and will review those three to make suggestion to the Board for the Administration Building.

Compensation Committee:

Fire Chief Mikel discussed the proposed Vacation Policy revision that was presented at the August Special Meeting / Budget Workshop. The policy revision will assist in encouraging personnel to utilize their vacation hours but also offer the ability for a set carry-over amount each year along with a buy-back benefit. CFO Hemphill explained the financial changes / implication in regards to the policy revision.

MOTION: Commissioner Magloff moved to approve the revised Vacation Policy. Commissioner Shirley-Menzel seconded.

ACTION: The motion passed unanimously.

MOTION: Commissioner Shirley-Menzel moved to approve the Pay Structure Revision. Commissioner Magloff seconded.

ACTION: The motion passed unanimously.

Strategic Planning Committee:

Nothing new to report.

Canyon Lake Fire/EMS, Inc:

Nothing new to report.

NEW BUSINESS:

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED AUTOMATIC AID AGREEMENT FOR FIRE AND EMERGENCY MEDICAL SERVICES BETWEEN COMAL COUNTY ESD NO. 2, COMAL COUNTY ESD NO. 3 AND COMAL COUNTY ESD NO. 7 (NEW BRAUNFELS FIRE DEPARTMENT).

CFO Hemphill discussed the proposed Automatic Aid Agreement and the difference between automatic aid and mutual aid. Fire Chief Mikel discussed the automatic aid areas involved in the agreement in regards to mapping and jurisdiction. He also advised that there will be extensive training in the near future between ESD No. 3 and ESD No. 7 on how the call will be handled between the two agencies to ensure the best service to the area(s) affected by the new agreement.

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MOTION: Commissioner Stahlman moved to approve moving forward with the proposed Automatic Aid Agreement for Fire and Emergency Medical Services between Comal County ESD No. 2, ESD No. 3 and ESD No. 7 (New Braunfels Fire Department). Commissioner Shirley-Menzel seconded.

ACTION: The motion passed unanimously.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION/APPROVAL OF THE PROPOSED FY 2024 ANNUAL MAINTENANCE & OPERATIONS BUDGET AND INTEREST & SINKING (DEBT) BUDGET.

CFO Hemphill discussed the proposed FY 2024 annual Maintenance & Operations Budget along with the Interest & Sinking (Debt) Budget.

MOTION: Commissioner Stahlman moved to approve of the proposed FY 2024 annual Maintenance & Operations Budget and Interest & Sinking (Debt) Budget. Commissioner Magloff seconded.

ACTION: The motion passed unanimously.

TAKE A RECORD VOTE ON THE DISTRICT'S 2023 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:

Commissioner Magloff moved to accept the Maintenance & Operations Tax Rate of .059335 and Interest & Sinking (Debt) Tax Rate of .007868, adopt an order levying taxes and authorize filing the order with the Comal County Tax Assessor/Collector. Commissioner Shirley-Menzel seconded. No discussion occurred. President Wagner took record vote. Commissioners Wagner, Shirley -Menzel, Stahlman and Stuart all voted in favor. The motion carries.

ACTION: The motion passed unanimously.

Commissioners Comments:

No Commissioner comments.

Announcements:

No announcements.

Next Meeting: Thursday, September 21st at @1:30 PM Regular Monthly Meeting.

Adjournment: Meeting Adjourned at 3:32 PM.