

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of July 18th, 2023

Regular Monthly Meeting

The following Commissioners were present: **Don Wagner, Alan Stahlman and Holly Gill.** Commissioners **Shirley-Menzel and Magloff** were not present for this meeting. Fire Chief **Robert Mikel**, Assistant Chief Christopher Clapper, CFO Angela Hemphill and citizen Bob Janusaitis were 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.

Citizen's Comments:

Citizens were present however no comments were made.

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

MOTION: Commissioner Gill moved to accept the May regular meeting minutes. Commissioner Stahlman seconded.

ACTION: The motion passed unanimously.

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 expenses for the month were reviewed. CFO Hemphill reported on EmergiFire, our fire billing and collections entity.

QUARTERLY INVESTMENT REPORT: CFO Hemphill presented the 2nd quarter investment report.

MOTION: Commissioner Wagner moved to accept the 2nd Quarter 2023 invested report as presented. Commissioner Gill seconded.

ACTION: The motion passed unanimously.

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

Fire Chief Mikel reported on the status of the County radio system upgrade as well as the most recent CAD meeting with dispatch. Upgrade was completed in June and testing will occur in July. If successful, should be able to transition all the county Fire/EMS agencies sometime in August as well as start the installation of Station Alerting. Chief Mikel reported on the recent meeting with ESD 2, 3 and 7 Commissioners regarding the proposed Automatic Aid Agreement. Should be presenting to all respective boards for consideration at their regular August meeting.

Committee Reports:

Apparatus Committee:

Nothing new to report.

Audit Committee:

Nothing new to report.

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Budget and Finance Committee:

Nothing new to report.

Building Committee:

Commissioner Stahlman reported that the site work for Station No. 52 will resume in the fall as the weather is just too hot to continue during the summer. The search to obtain property for the new Station No. 53 building continues. The Request for Qualifications related to architectural services for the administrative building had a deadline of July 17th. Six submissions were received and the building committee will meet soon to review.

Compensation Committee:

This committee will be meeting on July 27th to discuss the results of the most recent salary survey findings and a proposed pay structure revision for FY24.

Strategic Planning Committee:

Nothing new to report.

Canyon Lake Fire/EMS, Inc:

Nothing new to report. Meeting to occur soon to discuss status of Contributions Drive and use of funds.

NEW BUSINESS:

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR PARAMEDIC PROGRAM TUITION THROUGH TEEX TOTALING \$15,300.00. (budgeted)

MOTION: Commissioner Stahlman moved to approve the proposed purchase order for the 2023 Paramedic Program tuition through TEEX totaling \$15,300.00. Commissioner Wagner seconded.

ACTION: The motion passed unanimously.

Commissioners Comments:

No Commissioner comments.

Announcements:

No announcements.

Next Meeting: Budget Workshop Friday, August 4th @ 10am
Regular Meeting Thursday, August 17th @ 1:30pm

Adjournment: Meeting Adjourned at ???