

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of June 15, 2023

Regular Monthly Meeting

The following Commissioners were present: **Don Wagner, Alan Stahlman and Stuart Magloff. Commissioners Shirley-Menzel and Holly Gill were not present for this meeting.** Assistant Fire Chief Christopher Clapper, CFO Angela Hemphill, Benefits Specialist Shawna Bantis, Engineer Brandon Barnet and citizen Bob Janusaitis were in attendance. Principal Auditor Michael Del Toro with ABIP was also in attendance.

Call to Order and Confirmation of a Quorum:

President Wagner called the meeting to order at 1:32 PM, and declared that a quorum was present.

Citizen's Comments:

Bob Janusaitis commented on the great job Captain Elkins did on conducting a CPR Class in his neighborhood and thanked him for his recommendation to purchase an AED device for their community.

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

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

ACTION: The motion passed unanimously.

AUDIT COMMITTEE: President Wagner asked that the FY2022 audit report be given by Auditor Michael Del Toro prior to any other reports/action items, the Board agreed. Mr. Del Toro proceeded to present the FY2022 audit report to the Board. He reported that there were no uncorrected errors and ABIP issues a clean opinion. Further he reported that there were no significant deficiencies or reportable conditions in internal controls. He commended CFO Hemphill on a job well done. CFO Hemphill stated that the audit report was submitted in a timely manner to Commissioner's Court by the County Auditor.

**Fire Chief Mikel asked at this time that our three new Firefighters be introduced to the Board. Firefighters Irby, Mannor and Ward each gave brief introductions about themselves to the Board. Fire Chief Mikel also announced Matthew Werner as Lieutenant as he was not in attendance to introduce himself.

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 that she is working on the proposed fiscal budget for 2024 and that a budget creation meeting with the Officer staff will be scheduled for July 13th. A Budget Workshop meeting date is also being worked on as well, which will be scheduled sometime in August. 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 increase in the future.

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

Fire Chief Mikel reported that three Firefighters along with one Lieutenant began employment with the Department on 6/5/2023 and are all currently in their orientation phase.

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It was reported that the County has hired a new dispatch supervisor and Fire Chief Mikel will be meeting with said person next week.

Assistant Fire Chief Clapper reported on the new reporting software, Image Trend and that it is moving along as expected and the crews are quickly learning how to utilize the software.

FIRE CHIEF MIKEL ASKED THE BOARD TO CONSIDER AUTHORIZING THE TRANSFER OF 96 SICK HOURS FROM ONE PERSONNEL'S TIME BANK TO ANOTHER (BY BOTH PARTIES' REQUEST) WHO WAS INJURED OFF-DUTY AND IS CURRENTLY RECOVERING FROM SURGERY AND UNABLE TO WORK AS A FIREFIGHTER AT THIS TIME.

MOTION: Commissioner Magloff moved to approve authorizing the transfer of 96 sick hours from one personnel's time bank to another (by both parties' request) who was injured off-duty and is currently recovering from surgery and unable to work as a Firefighter at this time. Commissioner Stahlman seconded.

ACTION: The motion passed unanimously.

Committee Reports:

Apparatus Committee:

Nothing new to report.

Budget and Finance Committee:

Nothing new to report.

Building Committee:

Commissioner Stahlman reported that the site work for Station No. 52 continues but is moving very slowly. The search to obtain property for the new Station No. 53 building continues.

Compensation Committee:

Nothing new to report, however, the Committee is working on setting up meetings with the date's TBD.

Strategic Planning Committee:

Nothing new to report.

Canyon Lake Fire/EMS, Inc:

Nothing new to report, however, the CLF/EMS Inc. Board is working on setting up a meeting within the next two weeks.

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NEW BUSINESS:

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED REQUEST FOR QUALIFICATIONS (RFQ) FOR ARCHITECTURAL FIRMS FOR A FUTURE ADMINISTRATIVE OFFICE BUILDING.

CFO Hemphill discussed what the process entails for obtaining a Request for Qualification (RFQ) for architectural firms needed for the future administrative office building

MOTION: Commissioner Stahlman moved to approve moving forward with obtaining a Request for Qualifications (RFQ) for architectural firms for the future administrative office building. Commissioner Magloff seconded.

ACTION: The motion passed unanimously.

Commissioners Comments:

No Commissioner comments.

Announcements:

No announcements.

Next Meeting: Tuesday, July 18th at @1:30 PM Regular Monthly Meeting.

Adjournment: Meeting Adjourned at 3:07 PM.