

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3
MINUTES of October 21st, 2021
Regular Monthly Meeting

The following commissioners were present: **Jane Bowen, Susan Shirley-Menzel, Alan Stahlman, Holly Gill and Don Wagner**. Interim Fire Chief Robert Mikel, EMS Division Chief Christopher Clapper, Battalion Chief Jason Rush and Angela Hemphill - Chief Financial Officer were also in attendance. Citizens present were Bob Janusaitis, Mark and Sonia Kauzlarich.

Call to Order and Confirmation of a Quorum:

Commissioner Wagner called the meeting to order at 5:30PM, 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: Mr. Janusaitis did not comment. Mr. Kauzlarich introduced his wife and himself as residents of River Chase and relayed that he has recently been appointed as an ESD 7 Commissioner.

Approval of Minutes: Minutes of the regular monthly meeting and a special meeting held in September were emailed to the board for review prior to the meeting. There were requested changes/corrections made and a revised set of monthly minutes was made available to the board for consideration. The board accepted both sets of minutes as revised.

Treasurers/Chief Financial Officer's Report: Angela Hemphill presented to the Board the report containing 2021 Budget versus Actual as of month end September. She also presented the analysis reports relaying current year to date property tax and sales tax revenue received as of October 21st compared to previous years. **The board acknowledged the report given.** Ms. Hemphill presented the 3rd Quarter FY21 Investment report. **Commissioner Gill moved to approve the 3rd Quarter FY21 Investment Report as presented. Commissioner Bowen seconded and all commissioners approved.** The board discussed transferring funds to the reserve account as indicated in the Master Plan. Ms. Hemphill to present a proposed amount to transfer to the reserves for approval by the board at the November meeting.

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

Fire Chief Robert Mikel informed the board of a recent incident where the radio system went down and communications were inoperable. There was a significant response delay on two calls for service, one fire and one EMS related but the outcome of each was not negatively impacted due to the delay. During the incident it was realized that the County did not have a backup plan in the event of a communications failure. Chief Mikel stated he was currently working with the dispatch supervisor and County IT to implement a backup system going forward. Chief Mikel then stated that the department has formed a benefits and salary committee comprised of shift representatives, Ms. Hemphill, Chief Clapper, Mrs. Bantis and himself. They are currently conducting a comprehensive salary and benefits survey to present to the compensation committee. He relayed that the department is still working with the Texas Forestry Helping Hands Program to receive additional SCBA's from Corpus Christi Fire Department. The current Paramedic Program is wrapping up with clinicals and final testing being conducted. Ms. Hemphill distributed examples of what the administrative staff intends the hiring notice for Fire Chief should be. Discussion over qualifications, salary range and experience requirements occurred. **Commissioner Bowen moved that authorization to proceed with posting of the notice for Fire Chief once finalized and approved by the compensation committee. Commissioner Gill seconded. All**

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commissioners approved. Currently there are no active discussions with ESD No. 4 concerning Mystic Shores service delivery.

Committee Reports

Apparatus Committee:

Commissioner Bowen stated that there was nothing new to report. Chief Mikel requested that an apparatus meeting occur to finalize the proposed revised replacement program to be officially implemented in the Master Plan. He is requesting that the engine purchase be proposed in December in order to be ordered and pre-paid in January of 2022 to forgo any additional increases to cost. Ms. Hemphill to arrange a meeting for the committee.

Audit Committee:

Commissioner Wagner stated there was nothing to report.

Budget / Finance Committee:

Ms. Hemphill informed the board that Capital One has sold the note for Stations 54 and 56 to The Independent Bankers Bank (TIB). Government Capital stated that they have received an offer to refinance the loan to a lower interest rate for the remaining 12 years however all other terms related to the loan would remain unchanged. The cost of this refinance would be a 4% premium that has the option of being rolled into the loan. Discussion over Net Present Value calculations occurred. **Commissioner Shirley-Menzel moved to authorize the execution of the proposed Promissory Agreement if determined by President Wagner and Commissioner Bowen that the refinance package has savings to the taxpayer. Commissioner Gill seconded and all commissioners approved.**

Building Committee:

Chief Mikel stated that Chief Rush is still investigating the possible roof leak at Station 55 to determine what repairs if any are needed. Ms. Hemphill stated that the district has closed on the Dove Street property.

Community Outreach:

Commissioner Shirley-Menzel stated that the committee has not met however Chief Clapper will be presenting to the River Chase HOA the following week information related to EMS capabilities of the department. Chief Clapper had a successful presentation to the Canyon Lake Rotary Club and is scheduled to present to the Canyon Lake Noon Lions Club. The board also discussed that future consideration could include a First Responder Explorer unit which would include those interested in Fire and/or EMS.

Compensation Committee:

Commissioner Wagner relayed that there was nothing new to report.

Strategic Planning Committee:

Commissioner Bowen reminded the commissioners that the Strategic Plan has not been approved. She stated that the initiatives needed to be assigned to appropriate personnel/commissioners along with specific time frames to be completed by. This item was tabled until November meeting.

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OLD BUSINESS

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION REGARDING AN INTERLOCAL AGREEMENT BETWEEN COMAL COUNTY ESD NO. 3, NO. 2 AND NO. 6:

President Wagner stated that Chief Mikel and Ms. Hemphill attended a final meeting with Commissioner Whitcomb of ESD 2, Commissioners Coley and Maschek of ESD 6 and attorney Ken Campbell to work out the final details of the proposed Interlocal agreement between the three districts related to emergency services provision within the ESD 6 jurisdiction. The agreement has some formatting issues that are being fixed. All three districts will have on their respective agendas for approval at their November meetings.

REPORT ON STATUS OF 501C3 FUNDRAISING:

Ms. Hemphill stated that the flier is still under creation, that with the change in leadership she is working with the board to determine best layout for final approval.

UPDATE ON THE SHAPE FILE CREATION:

Ms. Hemphill stated that she was able to secure the documents from Ken Campbell at their most recent visit and shared with the vendor that is completing the creation of the shape file. She requested that this item stay on the agenda for future discussion.

NEW BUSINESS

RATIFICATION OF PRESIDENT WAGNER'S APPROVAL ON PROPOSED PURCHASE ORDER FOR REPAIRS FOR ENGINE 53 UNIT 4889 TOTALING \$6,750.42 THROUGH SIDDONS MARTIN:

President Wagner gave interim approval in order to allow for repairs to get started so the unit could return to service as soon as possible. Commissioner Shirley-Menzel moved to ratify President Wagner's interim approval of proposed repairs to Engine 53 - Unit 4889 totaling \$6,750.42 through Siddons Martin. Commissioner Stahlman seconded and all commissioners approved.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR DISTRICT COMMISSION RENEWAL TOTALING \$5,250.00 THROUGH TEXAS COMMISSION ON FIRE PROTECTION: Chief Mikel stated that this is the normal renewal conducted each October for personnel and is in the budget to be expensed however is over his authority to approve. Commissioner Shirley-Menzel moved to approve the proposed purchase order for department renewal totaling \$5,250.00 through Texas Commission on Fire Protection. Commissioner Gill seconded. All commissioners approved.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED SERVICE AGREEMENT BETWEEN EMERGIFIRE AND COMAL COUNTY ESD NO. 3 FOR FIRE INCIDENT BILLING:

Ms. Hemphill stated that this proposed change of providers was discussed at the previous meeting. The agreement has been reviewed and Emergifire has completed filing the Form 1295 through the Texas Ethics Commission. Commissioner Bowen moved to approve the proposed agreement between Emergifire, LLC and Comal County ESD No. 3 for fire incident billing services. Commissioner Gill seconded and all commissioners approved.

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COMMISSIONER COMMENTS: No comments were made.

Announcements: No announcements were made.

Next Meeting: November 17th @ 5:30 PM Regular Monthly meeting

Adjournment: Meeting Adjourned at 7:50PM