

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3
MINUTES of January 16, 2025
Regular Monthly Meeting

The following Commissioners were present: **Don Wagner, Susan Shirley-Menzel, Alan Stahlman, Stuart Magloff and Holly Gill.** Fire Chief Robert Mikel, Assistant Fire Chief Christopher Clapper, CFO Angela Hemphill and Human Resources Generalist Shawna Bantis were also 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 and confirmed with Commissioner Shirley-Menzel that the meeting notice was posted in compliance with Government Code 551.041 and 551.043. She affirmed.

Citizens' Comments:

No citizen comments.

Confirmation of Reappointment and Taking Oath of Office of Alan Stahlman.

Commissioner Stahlman confirmed he was reappointed and completed the Oath of Office.

Confirmation of Reappointment and Taking Oath of Office of Holly Gill.

Commissioner Gill confirmed she was reappointed and completed the Oath of Office.

Election of Officers for 2025:

MOTION: Commissioner Gill moved to approve the slate of Officers as follows:

President: Stuart Magloff
Vice President: Holly Gill
Secretary: Susan Shirley-Menzel
Treasurer: Don Wagner
Assistant Treasurer: Alan Stahlman

Commissioner Shirley-Menzel seconded.

ACTION: The motion passed unanimously.

Commissioner Magloff assumed the chair of the meeting from Commissioner Wagner.

Motion for Authorization Given to Check Signers:

No changes made; no action taken.

Establish Date and Time of Monthly Meetings:

The regular monthly meetings will occur on the third Thursday of each month at 1:30PM unless otherwise changed by the Board.

Review and Reaffirmation of Standard Operating Guidelines, i.e., Line of Succession, Presidential Motions and Voting, Citizen Comments, etc.:

MOTION: Commissioner Gill moved to approve no changes be made to current standard operating guidelines. Commissioner Shirley-Menzel seconded.

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ACTION: The motion passed unanimously.

Appointment of Commissioners to Committees:

- *Apparatus – Commissioner Stahlman (Chair) and Commissioner Gill
- *Audit – Commissioner Wagner (Chair) and CFO Hemphill
- *Budget and Finance – Commissioner Wagner (Chair) and Commissioner Stahlman
- *Building – Commissioner Stahlman (Chair) and Commissioner Shirley-Menzel
- *Compensation – Commissioner Gill (Chair) and Commissioner Wagner
- *Strategic Planning – Commissioner Magloff (Chair) and Commissioner Gill

*ESD No. 3 Representatives (2) to Canyon Lake Fire/EMS, Inc. Board – Commissioner Shirley-Menzel and Commissioner Magloff.

MOTION: Commissioner Wagner moved to approve no changes be made to current Canyon Lake Fire/EMS, Inc. Board representatives. Commissioner Gill seconded.

ACTION: The motion passed unanimously.

Approval of Minutes:

The December Regular Meeting minutes were reviewed by the Board.

MOTION: Commissioner Wagner moved to accept the December 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 which included the previous month and current month’s cross comparison. The expenses for the month were reviewed along with property and sales tax collections. She relayed that sales tax for December 2024 is higher compared to December 2023. She discussed the budget vs. actual and stated that nothing is out of the ordinary with the numbers to report. The Budget and Finance Committee will review the budget vs. actual prior to our FY24 financial audit. The 4th Quarter Investment Report was reviewed with the Board.

MOTION: Commissioner Shirley-Menzel moved to approve the 4th Quarter Investment Report. Commissioner Gill seconded.

ACTION: The motion passed unanimously.

Chief’s Report

Fire Chief Mikel updated the Board on the recent new hire process and stated that eight candidates began employment on January 6th. At this time, Fire Chief Mikel asked that the new members enter the meeting and introduce themselves to the Board, which they did then exited the meeting.

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He reported that four recently promoted Lieutenants completed a week-long Officer Development course and officially took their respective positions.

He reported that we currently have two personnel on deployment to aid in the California fires and that he's been given information from Battalion Chief Kahaneck that they are doing well. We currently do not have an anticipated date for their return.

Fire Chief Mikel presented an Operational Report to the Board which included response times, call volume and ESD No. 6 Interlocal Agreement response times.

Committee Reports:

Apparatus Committee:

Fire Chief Mikel reported that the specifications for a new (replacement) brush truck were finalized by Battalion Chief Bednorz and members of the Committee, and we are awaiting the final quote. Fall of 2025 is the anticipated delivery of two new Engines that were ordered in 2022. He stated that regarding future needs, a replacement is needed for the Polaris Ranger which will occur in 2026.

Audit Committee:

CFO Hemphill stated that Commissioner Wagner signed the engagement letter for conducting our 2024 financial audit through Alonso, Bacarisse, Irvine and Palmer (ABIP). The anticipated start date for the audit is the second week of March.

Budget and Finance Committee:

CFO Hemphill reported the proposed Investment Policy for FY25 was unchanged from the 2024 policy.

MOTION: Commissioner Gill moved to accept the proposed Investment Policy for FY25. Commissioner Shirley-Menzel seconded.

ACTION: The motion passed unanimously.

CFO Hemphill reviewed the requirement for the appointment of an Investment Officers for FY25.

MOTION: Commissioner Wagner moved to appoint CFO Hemphill as the Investment Officer for FY25. Commissioner Gill seconded.

ACTION: The motion passed unanimously

CFO Hemphill reported that there is nothing new to report on the possible transfer of funds from TexPool to Security State Bank.

Building Committee:

CFO Hemphill stated that discussion has occurred with the owners of two potential pieces of land that may be a good fit for the relocation of Station No. 53. Chief Mikel stated that a mutual aid

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agreement between ESD No. 2, ESD No. 3 and ESD No. 4 may be necessary if one of the sites is chosen due to its location. CFO Hemphill will work on gaining additional information on the property sites and relay her findings to the Board at February's monthly meeting.

Commissioner Stahlman reported that Martinez Architects are in the final design stages for Station No. 52 and the Administration Building. They are currently completing the construction documents with a January 24th deadline. Once complete, the documents will be bid ready. CFO Hemphill requested that a Special Meeting between the Board and Martinez Architects occur on February 6th for vote on authorizing the architects to proceed with the competitive bid process, formally called a Request for Competitive Sealed Bid Proposals. CFO Hemphill discussed the Request for Qualifications (RFQ) process for hiring a project manager to oversee the construction of the two buildings. The RFQ will be sent out to the Board for review and a review deadline will be given.

Compensation Committee:

Nothing new to report.

Strategic Planning Committee:

Nothing new to report.

Canyon Lake Fire/EMS, Inc:

Nothing new to report.

Canyon Lake Professional Firefighters Association Local 4713:

Nothing new to report.

OLD BUSINESS:

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED BILL (ONLINE SPEND/EXPENSE SOFTWARE) PLATFORM FOR DISTRICT CREDIT CARDS FOR AUTHORIZED EMPLOYEES AND AUTHORIZED EMPLOYEES AND AUTHORITY TO CANCEL EXISTING SSB&T MASTERCARD/DEBIT CARD ACCOUNTS ONCE IMPLEMENTED.

CFO Hemphill presented additional information on BILL (Online Spend/Expense Software) which was requested of her in last months monthly meeting. She stated that our auditors reviewed the product, BILL and stated that utilizing the online platform does not pose an increased risk to ESD No. 3 and the SOC2 regulations report (furnished by BILL) findings also did not elevate anything to ESD No. 3 as a potential risk. He also stated that the reconciliation of credit card payables to the credit card statements that come in monthly is a key process that alleviates any risk by using this 3rd party.

MOTION: Commissioner Wagner moved to approve the implementation of BILL (Online Spend/Expense Software). Commissioner Stahlman seconded.

ACTION: The motion passed unanimously.

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NEW BUSINESS:

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PRESENTATION OF ANNUAL REPORT TO PRESENT TO COMMISSIONERS COURT ON JANUARY 30, 2025.

CFO Hemphill reported that the Annual Report is not finalized therefore, there is nothing to present at this meeting as it is still being compiled by members of both ESD NO. 2 and ESD No. 3.

There will be a meeting on January 16, 2025 to review the report and once it is finalized it will be presented to Commissioner's Court on January 30, 2025.

MOTION: No motion was made.

ACTION: No action taken.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR ANNUAL MEDICAL/PHYSICALS TOTALING \$27,590.00 THROUGH FRONT LINE MOBILE HEALTH (BUDGETED).

Fire Chief Mikel discussed the annual medical physicals that are performed through Front Line Mobile Health each year and that this purchase order is for the employees that are on the list for 2025.

MOTION: Commissioner Wagner moved to approve the proposed purchase order for annual medical/physicals totaling \$27,590.00 through Front Line Mobile Health. Commissioner Shirley-Menzel seconded.

ACTION: The motion passed unanimously.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR FIRE EQUIPMENT TOTALING \$17,275.00 THROUGH METRO FIRE (BUDGETED).

Fire Chief Mikel discussed the additional extrication equipment that is needed to outfit Truck 51 which is budgeted for 2025.

MOTION: Commissioner Wagner moved to approve the proposed purchase order for additional extrication equipment needed to outfit Truck 51 which is budgeted for 2025. Commissioner Gill seconded.

ACTION: The motion passed unanimously.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR HOSE TOTALING \$15,907.60 THROUGH METRO FIRE (BUDGETED).

Fire Chief Mikel discussed the additional hose needed which is part of routine replacement.

MOTION: Commissioner Wagner moved to approve the proposed purchase order for hose which is part of routine replacement and is budgeted for 2025. Commissioner Gill seconded.

ACTION: The motion passed unanimously.

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Commissioners Comments:

Commissioner Gill asked Assistant Chief Clapper about the status of a possible affiliation agreement between The College of Healthcare Professionals and Comal County ESD No. 2 and ESD No. 3 that was presented at December's Regular Monthly Meeting. He relayed that due to the lack of information received from The College of Healthcare Professionals this item has been tabled until further notice.

Announcements:

No announcements.

Next Meeting: Thursday, February 20th at 1:30 PM Regular Monthly Meeting.
Monday, February 6th Special Meeting, time to be determined.

Adjournment: Meeting Adjourned at 3:29 PM.