

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3
MINUTES of November 17th, 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 Justin Lowth, Lieutenant Brett Parker and Angela Hemphill - Chief Financial Officer were also in attendance. Citizens present were Bob Janusaitis.

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: There were citizens present however no comments were made.

Approval of Minutes: Minutes of the regular monthly meeting held in October 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 the 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 October. She also presented the analysis reports relaying current year to date property tax and sales tax revenue received as of November 17th compared to previous years. **The board acknowledged the report given**. Ms. Hemphill informed the board that after review of the Master Plan and current financials, she recommended the district transfer \$2,000,000 to the reserve account as planned in the district's Master Plan. **Commissioner Bowen moved to authorize the transfer of funds totaling \$2,000,000 from the Tex Pool General Ops account to the Tex Pool Reserve account. Commissioner Shirley-Menzel seconded. All commissioners approved.**

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

Lieutenant Brett Parker presented to the board information related to the department's current injuries and how they have occurred statistically. Discussion over how the department is preventing injuries going forward. The board requested future reporting of on the job injuries bi-annually or quarterly. Chief Mikel acknowledged the request. Chief Mikel relayed the status of the current Paramedic program and where personnel are in completing their clinicals/capstone portion. Chief Clapper has secured National Registry skills testing on site here at Station 51 instead of personnel having to travel to College Station. This testing will occur on December 1st. The next program, if approved is tentatively scheduled for the end of February. Chief Mikel then informed the board of the department utilizing Active 911 as an alternative dispatch method while the Sherriff's Office continues to repair mutual aid, the main radio channel for all agencies to receive their calls for service. He then stated that the AFG grant for radios he mentioned at the previous monthly meeting is on hold. Chief Mikel relayed that the current hiring process for a start date of January 3rd has concluded. There were 22 applicants in which 18 candidates tested. There were 13 candidates successful in completing all testing and were interviewed. Eleven candidates were successful in obtaining a contingent offer and currently completing their pre-employment medical evaluations and background checks. The Life Scans (medical/physicals) for personnel were completed earlier in the month.

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3
MINUTES of November 17th, 2021
Regular Monthly Meeting

Committee Reports

Apparatus Committee:

The committee will be meeting on Friday, November 19th to discuss the proposed FY22 Engine purchase and the proposed revised replacement program to be considered for implementation into the Master Plan.

Audit Committee:

Ms. Hemphill stated that she will request a proposal from ABIP for the FY21 annual audit to be conducted. This will be added to the December agenda for consideration.

Budget / Finance Committee:

Ms. Hemphill informed the board that the refinance of Stations 54/56 loan was completed by President Wagner and Commissioner Stahlman and that the new loan was funded on November 10th. This refinancing was approved by the Board at its October meeting pending approval by Commissioners Wagner and Bowen that the economics of the refinancing were favorable to taxpayers. Commissioners Wagner and Bowen approved that, and decided that the points associated with the closing would not be rolled into the refinanced mortgage but would instead be paid in cash.

Building Committee:

The committee stated that there is nothing new to report.

Community Outreach:

Chief Mikel reported to the board that after researching the requirements for conducting an Explorer's Club, he feels that the department does not have the capacity to host one due to the lack of personnel needed. Commissioner Shirley-Menzel relayed that Chief Clapper gave a wonderful presentation to the residents of River Chase.

Compensation Committee:

Ms. Hemphill distributed copies of the notice for the Fire Chief that will be posted Thursday, November 18th. Candidates interested have until December 16th to submit their curriculum vitae. Depending on the number of submissions will determine what the next step is in the process. President Wagner requested that Chief Mikel complete a performance evaluation on Ms. Hemphill. The compensation committee will meet to review Ms. Hemphill's performance over this last year. He requested Commissioner Shirley-Menzel add an executive session to December's agenda to discuss personnel matters related to Ms. Hemphill's annual evaluation. She acknowledged.

Strategic Planning Committee:

Commissioner Bowen presented the revised Strategic Plan. The board discussed changes requested. This item will be tabled until the following meeting to review the plan after changes have been reflected.

OLD BUSINESS

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3
MINUTES of November 17th, 2021
Regular Monthly Meeting

REPORT ON STATUS OF 501 C3 FUNDRAISING:

Ms. Hemphill stated that she has forwarded the proposed changes to the board of directors for Canyon Lake Fire/EMS, Inc. to review/consider. This project is still being worked on however other projects have taken precedence.

UPDATE ON THE SHAPE FILE CREATION:

Ms. Hemphill informed the board that the vendor is currently working with City of New Braunfels to determine the ETJ from 1989/1990 in order to complete the initial shapefile creation for the board's review.

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

President Wagner relayed that the agreement was finalized earlier in the month with revisions discussed at the previous meeting. ESD 6 has conducted their November monthly meeting and approved the agreement as presented. ESD 2 will meet the following day to consider approval. He requests the board to approve the agreement as presented and authorize him to sign on the district's behalf. **Commissioner Gill moved to approve the agreement as proposed and authorize President Wagner to execute. Commissioner Shirley-Menzel seconded and all commissioners approved.**

NEW BUSINESS

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE MOA TO BE ENTERED INTO BY COMAL COUNTY ESD NO. 2, COMAL COUNTY ESD NO. 3 AND TEXAS A&M ENGINEERING EXTENSION SERVICE (TEEX):

Chief Mikel reviewed the changes related to the proposed agreement for the FY22 paramedic program as compared to the current year's program agreement. The board discussed cost associated with the program versus income and the benefit to the personnel and department for conducting a program on site. **Commissioner Stahlman moved to approve the agreement between Comal County ESD No. 2, Comal County ESD No. 3 and TEEX for FY22 paramedic program as presented. Commissioner Shirley-Menzel seconded and all commissioners approved.**

COMMISSIONER COMMENTS: No comments were made.

Announcements: Ms. Hemphill announced the annual Christmas Party scheduled for December 10th and to be held at the Outback Hall on FM 306 near Station 53.

Next Meeting: December 15th @ 5:30 PM Regular Monthly meeting

Adjournment: Meeting Adjourned at 7:58PM