

**COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3**  
**MINUTES of May 12<sup>th</sup>, 2020**  
**Special Meeting**

Due to the state of emergency and/or local disaster caused by the COVID-19 pandemic, the Board of Comal County Emergency Services District No. 3 held this meeting through a virtual meeting because of the difficulty and risks of convening a quorum in one location. The meeting link was published so the public could attend the virtual meeting.

The following commissioners were present: Jane Bowen, Alan Stahlman, Holly Gill, Susan Shirley-Menzel and Don Wagner. Assistant Fire Chief Robert Mikel and Business Manager Angela Hemphill were also in attendance. No citizens were in attendance on the virtual link.

**Call to Order and Confirmation of a Quorum:** Commissioner Wagner called the meeting to order at 3:00PM, 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.

**AGENDA**

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED CHANGE ORDER FOR BI-FOLD DOOR INSTALLATION IN PLACE OF CURRENT SPECIFIED ROLL UP DOORS AT STATION 54 AND 56 TOTALING \$6,418.53 OF ADDITIONAL COST OVER THE CURRENT APPROVED CONTRACT AMOUNT WHICH INCLUDES THE UTILIZATION OF CONTINGENCY FUNDS TOTALING \$119,919.57:**

Commissioner Stahlman stated that he spoke to TexDoor which is the subcontractor that has been secured by Seidel to install either the overhead or bi-fold doors about the pros and cons of either door. Chief Mikel presented a power point containing information regarding safety issues with overhead doors along with the repair and maintenance associated with them being higher than that of the bi-fold door. Mrs. Hemphill then discussed the funding for the doors stating that the district would choose the option to utilize the remaining contingency for each station. To replace that contingency would be from interest earned by the Construction Account at TexPool over FY19 and the land sale proceeds given to the district by the County for use on Station 54's project. Discussion occurred amongst the board, Chief Mikel and Mrs. Hemphill. Commissioner Wagner called for a motion. **Commissioner Shirley-Menzel moved to approve the proposed change order for bi-fold door installation in place of current specified roll up doors at Stations 54 and 56 totaling \$6,418.53 of additional cost over the current approved contract amount which includes utilization of contingency funds totaling \$119,919.57 and authorize Mrs. Hemphill to execute the change order on behalf of the building committee. Commissioner Gill seconded.** Additional discussion occurred regarding use of contingency funds and possible issues and need for those funds in the future. Mrs. Hemphill stated that after review with Ryan Rosborough of where we are in the projects, any additional contingency costs would be small if any. She stated that Mr. Rosborough has worked with Seidel on past projects and has seen limited change orders come from them during projects. Most come from the architects or the owners. **Commissioner Wagner then took a roll call vote for the motion made.**

Commissioner Shirley-Menzel in Favor

Commissioner Gill in Favor

Commissioner Bowen Against

Commissioner Wagner in Favor

Commissioner Stahlman in Favor

Motion carried with four in favor and one against.

**Adjournment:** Meeting Adjourned at 3:52 PM.