

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3
MINUTES of September 19, 2022
Regular Monthly Meeting

The following commissioners were present: **Don Wagner, Susan Shirley-Menzel, Stuart Magloff and Alan Stahlman. Holly Gill was not in attendance for this meeting.** Fire Chief Robert Mikel, CFO Angela Hemphill and Benefits Specialist 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.

Citizen's Comments:

There were no citizens present.

******Fire Chief Mikel asked that he be allowed to present his report first as he had a CAD meeting to attend. President Wagner agreed to allow Fire Chief Mikel to proceed.

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

Fire Chief Mikel updated the Board on the status of the "go live" date for CAD and was happy to announce that as of today we would be utilizing the CAD system. Radio communications work will continue and the plan is to get the radio portion of station alerting complete at the first of the year.

Fire Chief Mikel updated on the TEEX Paramedic Program and stated that the NREMT skills testing for the students will be conducted on Wednesday, 9/21.

Fire Chief Mikel updated the status of the Captain and Lieutenant process and discussed that the testing process will be open to all internal personnel whether they meet the tenure requirement or not so that we have a larger testing pool. The tentative testing date for this process will be early January 2023. He advised that we have made contingent offers of employment to two candidates from our existing hiring list to fill the open Firefighter/EMT spots that we currently have. They will begin orientation on Monday, October 10th.

President Wagner asked Assistant Chief Clapper to update the Board on how he's settling in to his new position. Assistant Chief Clapper stated that he is doing well and was excited to announce that our new ambulance is in production now. He also mentioned that Dr. Flanagan was actively riding with the ambulance crews.

Approval of Minutes: Both the August regular meeting and the August special meeting and budget workshop minutes were approved by the Board.

Treasurers / Chief Financial Officer's Report:

CFO Hemphill reported on the monthly bills and invoices to include the previous month and current month's cross comparison. The bills and financials from August to include property and sales tax revenue were presented. CFO Hemphill stated that we are in line with where we should be in regards to property and sales tax numbers. She stated that there will be a budget amendment made to the payroll and radio line items. CFO Hemphill explained the current CD renewal rates with Security State Bank and that we have been looking into moving our CD's into something more lucrative. It was discussed that we should cash out our current CD's and move those funds to treasury notes with TexPool as this would allow us to achieve the best rates possible at this time.

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MOTION: Commissioner Magloff moved to cash out all existing CD's currently at Security State Bank and move those funds to treasury notes with TexPool. Commissioner Stahlman seconded.

ACTION: The motion passed unanimously.

Committee Reports:

Apparatus Committee:

Nothing new to report at this time.

Audit Committee:

Nothing new to report at this time.

Budget / Finance Committee:

CFO Hemphill asked that the Fiscal Year 2022 budget amendments be tabled until the October meeting.

Building Committee:

Commissioner Stahlman requested a meeting with Fire Chief Mikel to discuss the status of the engineering feasibility study of the lot and building possibilities at the current Station 52 location. It was suggested that our lawyer be consulted to question if the company hired to do the feasibility study could also participate in bidding on the project.

Community Outreach:

Nothing new to report at this time.

Compensation Committee:

Nothing new to report at this time.

Strategic Planning Committee:

Commissioner Magloff spoke of the strategic planning meeting that he and CFO Hemphill suggested and that this will take place in late March/early April of 2023.

Canyon Lake Fire/EMS, Inc:

Commissioner Shirley-Menzel stated that a committee meeting was conducted last week. Discussions included the donation letter mailed to residents from Fire Chief Mikel and ways that donations could be received besides checks, i.e., credit cards via a website portal and through Amazon Smile. A \$150,000 goal was set for donations.

OLD BUSINESS:

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PROGRAM LETTER OF AGREEMENT BETWEEN COMAL COUNTY ESD No. 2, COMAL COUNTY ESD No. 3 AND UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT SAN ANTONIO JOE R. & TERESA LOZANO LONG SCHOOL OF MEDICINE FOR THEIR GME PROGRAM STUDENTS TO PERFORM CLINICAL OBSERVATION HOURS WITH CANYON LAKE FIRE/EMS.

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Assistant Fire Chief Clapper asked that this be tabled until the next regular monthly meeting as the details of the agreement are still being worked on between all parties. The Proposed Program Letter Agreement was tabled until the October regular monthly meeting.

UPDATE ON THE SHAPE FILE CREATION:

CFO Hemphill stated that the shape file has been shared with the appropriate entities. There are some boundary line discrepancies with ESD's 7, 1 and 4 that are being worked out.

NEW BUSINESS

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR LIVE FIRE TRAINING TOTALING \$8,000.00 THROUGH SQUAD 58 TRAINING COLLECTIVE (BUDGETED).

Assistant Fire Chief Clapper explained the cost and needs associated with the training and how it will benefit the Firefighters.

MOTION: Commissioner Stahlman moved. Commissioner Shirley-Menzel seconded.

ACTION: The motion passed unanimously.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR ONLINE TRAINING AND RECORDS MANAGEMENT SOFTWARE TOTALING \$11,924.95 THROUGH VECTOR SOLUTIONS (BUDGETED).

Assistant Fire Chief Clapper explained that we utilize Vector solutions for records management and training.

MOTION: Commissioner Magloff moved. Commissioner Shirley-Menzel seconded.

ACTION: The motion passed unanimously.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED CLINICAL AFFILIATION AGREEMENT BETWEEN COMAL COUNTY ESD NO. 2, COMAL COUNTY ESD NO. 3 AND METHODIST HEALTHCARE SYSTEM.

Assistant Fire Chief Clapper explained what the program consists of and how it will give back to all parties involved.

MOTION: Commissioner Shirley-Menzel moved. Commissioner Magloff seconded.

ACTION: The motion passed unanimously.

Announcements:

No new announcements at this time.

Next Meeting: Wednesday, October 19th, 2022 @1:30 PM Regular Monthly meeting.

Adjournment: Meeting Adjourned at 2:48 PM.