

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of October 24, 2024

Regular Monthly Meeting

The following Commissioners were present: **Don Wagner, Susan Shirley-Menzel, Alan Stahlman, Stuart Magloff and Holly Gill.** Assistant Fire Chief Christopher Clapper, CFO Angela Hemphill and Human Resources Generalist Shawna Bantis were in attendance. Engineer Charles Richard was also in attendance. Battalion Chief Jeffrey Kahanek joined the meeting at 2:47 PM. Commissioner Gill left the meeting at 2:30 PM. Fire Chief Robert Mikel was not 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:

Engineer Richard briefly updated the Board on recent Association activities which included the annual Jason Skippy Rush Memorial Golf Tournament, the Dam Fine Car Show & BBQ and up next is a toy drive being held throughout the month of November. The donations will be given to our local elementary schools for students and families in need of Christmas gifts.

Approval of Minutes:

The September Regular Meeting minutes were reviewed by the Board.

MOTION: Commissioner Magloff moved to accept the September regular monthly meeting minutes. Commissioner Stahlman 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 months cross comparison. The expenses for the month were reviewed along with property and sales tax collections. Property and sales tax collections were reviewed, and she relayed that sales tax for October 2024 is higher compared to October 2023. She discussed the budget vs. actual and stated that nothing is out of the ordinary with the numbers to report. The 3rd Quarter Investment Report was presented to the Board. President Wagner requested a change in the set up of expenses and revenues and stated he would work with CFO Hemphill on the report.

MOTION: Commissioner Gill moved to approve the 3rd Quarter Investment Report. Commissioner Magloff seconded.

ACTION: The motion passed unanimously.

Chief's Report

Assistant Fire Chief Clapper presented the Quarterly Report to the Board. Response times were reviewed, and it was determined that response times have recently increased a bit for certain areas within our Jurisdiction. This is something that will be monitored closely moving forward but should not be a cause for alarm as it could be deemed an anomaly.

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of October 24, 2024

Regular Monthly Meeting

He reported that one of our ambulances sustained damage due to a fallen tree limb and is currently being repaired, however, the ambulance is not out of service due to the damage. Assistant Fire Chief Clapper reported that we are currently hiring for four (4) open positions with additional positions to be filled in January. The additional personnel will complement each shift across the board.

He discussed the After-Action Report meeting from a recent major motor vehicle accident in which multi agencies were involved and stated that the review meeting was a great learning experience for all involved.

A review was requested of the numbers and budget for ILA responses.

Committee Reports:

****President Wagner asked that the United Healthcare discussion occur at this time****

Human Resources Generalist Shawna Bantis spoke to the Board in regard to a recent issue that occurred with the Department's health insurance coverage. Due to a discrepancy with United Healthcare applying our premium payment to a different account than ours, our coverage was termed due to "non-payment." After much research, quick thinking, and diligence by all involved we were able to get United Healthcare to reinstate our coverage. The misapplied payment discrepancy is still being reviewed by United Healthcare and our insurance Broker and any further information received will be shared with the Board at the November regular monthly meeting.

President Wagner asked that CFO Hemphill draft a resolution to allow for ACH usage for future United Healthcare premium payments which will be reviewed at November's regular monthly meeting.

Apparatus Committee:

Nothing new to report.

Audit Committee:

Nothing new to report.

Budget and Finance Committee:

It was determined that the status of the transfer of funds from TexPool to Security State Bank needs reevaluation and further discussion prior to any decision being made. This will be discussed again at the November regular monthly meeting.

Building Committee:

Commissioner Stahlman reported that a meeting occurred recently with Martinez Architects to review Station No. 52 and the Administration Building renderings. CFO Hemphill explained the Request for Qualifications (RFQ) process to the Board. The RFQ will go before legal counsel before moving forward with the RFQ process takes place. More discussion on this matter will occur at November's regular monthly meeting.

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of October 24, 2024

Regular Monthly Meeting

Compensation Committee:

President Wagner stated that Fire Chief Mikel's and CFO Hemphill's respective performance reviews will be agenda items for December's regular monthly meeting and the Committee will meet in November to prepare a recommendation for the Board.

Strategic Planning Committee:

Nothing new to report.

Canyon Lake Fire/EMS, Inc:

Commissioner Shirley-Menzel stated that plans for a CPR class are being discussed amongst the Committee. This will allow ten people from the community to attend at no charge to them. The Committee is also collaborating with the Community Resource & Recreation Center (CRRC) to create a smoke detector program along with assisting them with food needs within the community.

Canyon Lake Professional Firefighters Association Local 4713:

Engineer Richard gave a brief summary of Association activities during Public Comment.

OLD BUSINESS:

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON UPDATE OF INTERLOCAL AGREEMENT NEGOTIATIONS BETWEEN ESD NO. 3 AND ESD NO. 2 BY COMMISSIONERS GILL AND MAGLOFF.

CFO Hemphill stated that she attended a conference call between ESD No. 2 and their attorney today. The ILA will be reviewed by ESD No. 3's attorney as well. Since the ILA Agreement is currently being reviewed, no action will be taken at this time. This action item will be added to the November regular monthly meeting agenda.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON A REPORT FROM OUR INSURANCE BROKER ON THE UNITED HEALTHCARE ISSUE.

This action item was discussed previously in the meeting prior to the Committee Reports.

NEW BUSINESS:

No new business.

Commissioner's Comments:

No Commissioner comments.

Announcements:

No announcements.

Next Meeting: Thursday, November 21st at 1:30 PM Regular Monthly Meeting.

Adjournment: Meeting Adjourned at 3:12 PM.