

**COMAL COUNTY**  
**EMERGENCY SERVICES DISTRICT No. 3**

**PUBLIC NOTICE**

The board of Comal County Emergency Services District No. 3 will hold a **Regular Monthly Meeting** on **January 19, 2021** at **5:30 PM** at Canyon Lake Fire/EMS Station 51, 1074 Scissortail, Canyon Lake, TX 78133. The meeting is open to the public.

1. The Opening meeting Agenda is as follows: Invocation, Pledges of Allegiance, Call to Order, and Statement of Quorum.
2. Confirmation of reappointment and taking oath of office of Alan Stahlman.  
Confirmation of reappointment and taking oath of office Holly Gill

**PUBLIC COMMENT**

3. **Public Comment:** In accordance with the Texas Attorney General's opinion, any public comment that is made on an item that is not on the published final agenda will only be heard by the Board of Commissioners. No formal action, discussion, deliberation, nor comment will be made by the Board of Commissioners.

It is also the policy of Comal County Emergency Services District No. 3 that Public Comment at regular monthly meetings of the Board of Commissioners will be limited to a total of 20 minutes, and individual comments will be limited to 3 minutes. A speaker may not speak for more than 3 minutes by accumulating time periods of other speakers.

4. Election of Officers for 2021
5. Motion for authorization given to check signers
6. Review and reaffirmation of standard operating guidelines, i.e. line of succession, presidential motions and voting and citizen's comments.
7. Appointment of Commissioners to Committees
  - Apparatus
  - Audit
  - Budget and Finance
  - Building
  - Community Outreach
  - Community Paramedicine
  - Compensation
  - Strategic Planning
  - ESD No. 3 Representatives (2) to Canyon Lake Fire/EMS Board

**CONSENT ITEMS**

8. Consider, discuss and take appropriate action on acceptance of the proposed special meeting minutes dated October 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 19<sup>th</sup> and December regular meeting minutes;
9. Consider, discuss and take appropriate action on reports from treasurer and district business manager, including:

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- Monthly bills and invoices;
- Quarterly and year-end financial reports;
- 4<sup>th</sup> quarter investment report

**REPORTS/ ACTION ITEM**

11. Consider, discuss and take appropriate action on Reports from District Fire Chief and EMS Division Chief:

- Review of Quarterly FIRE/EMS Activity Data and Status Report;
- Review of Quarterly FIRE/EMS Responses for outer lying service areas;
- Status of Quartermaster Process;
- Status of EMS Division Chief Process;
- Station 56 operations since opening;
- Station 54 operations since opening;
- Update on repairs to Truck 51;
- ISO update;
- Update on vaccine distribution for employees;
- Status YTD Report: Grants (Awarded and Pending);
- General discussion and questions

**COMMITTEE REPORTS**

12. **Apparatus** – Jane Bowen (Chair), Alan Stahlman

Consider, discuss and take appropriate action on:

- Current and Future needs

13. **Audit** – Don Wagner (Chair), Holly Gill

Consider, discuss and take appropriate action on:

- Tentative scheduling of FY 20 Financial Audit

14. **Budget and Finance** – Alan Stahlman (Chair), Holly Gill

Consider, discuss and take appropriate action on a status report:

- Proposed 2021 Comal County ESD No. 3 Investment Policy and appoint Investment Officers.

15. **Building** – Alan Stahlman (Chair), Susan Shirley-Menzel

Consider, discuss and take appropriate action on a status report from the Building Committee including:

- Update of status of Station 54 (River Chase) and Station 56 (Vintage Oaks)
- Discussion of end of contracts and payments for BRW and Seidel including the DCDA Assembly;
- Status of land acquisition in the District 53 area

16. **Community Outreach** - Susan Shirley-Menzel (Chair)

Consider, discuss and take appropriate action on development of a community outreach program to educate the public about Canyon Lake Fire/EMS that will contribute to improvement in the health and safety of the community:

- Status Report from committee meetings

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17. **Community Paramedicine** – Jane Bowen (Chair), Susan Shirley-Menzel

Consider, discuss and take appropriate action on status report:

- Update on Community Paramedicine activity

18. **Compensation Committee** – Don Wagner (Chair), Holly Gill

Consider, discuss and take appropriate action on status report:

- On proposed revised job description and title change of the Business Manager to Executive Director

19. **Strategic Planning** – Jane Bowen (Chair), Don Wagner

Consider, discuss and take appropriate action on conducting a Strategic Planning Session.

**NEW BUSINESS**

20. Consider, discuss and take appropriate action on proposed purchase order for 61 sets of budgeted bunker gear totaling \$144,928.68 through Dooley Tackaberry.

21. Consider, discuss and take appropriate action on proposed purchase order for Technical Rope Rescue Training for 12 personnel totaling \$7,200 through Wimberley Rescue Training.

22. Consider, discuss and take appropriate action on proposed service agreement between Comal County ESD No. 3 and ProMaxima Mfg., LLC for annual Preventative Maintenance on exercise equipment. (Form 1295 Filed)

23. Commissioners Comments (Not subject to vote)

24. Announcements

25. Next Meeting: To be determined

26. Adjournment

**NOTICE:**

If, during the course of the meeting covered by this Notice, the Board of Commissioners should determine that a closed meeting or session of the Board of Commissioners is required, then such a closed meeting or session as authorized by the Texas Open Meetings Act, Texas Government Code, Section 551.001, et seq., will be held by the Board of Commissioners at the date, hour, and place given in this Notice or as soon after the commencement of the meeting covered by this Notice as the Board of Commissioners may conveniently meeting such closed meeting or session concerning any and all purposes permitted by the Act.

Should any final action, final decision, or final vote be required in the opinion of the Board of Commissioners with regard to any matter considered in such closed meeting or session, the final action, final decision, or final vote shall be either:

- a. in the open meeting, covered by the Notice upon reconvening of the public meeting;
- b. at a subsequent public meeting of the Board of Commissioners upon notice thereof;
- c. as the Board of Commissioners shall determine

Comal County Emergency Services District No. 3 is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call Angela Hemphill, Manager for Comal County Emergency Services District No. 3 at (830) 907-2922, EXT 304 for information. Hearing impaired or speech disabled persons equipped with telecommunication devices for the deaf may utilize the statewide Relay Texas Program by dialing 7-1-1 or 1-800-735-2988.

Susan Shirley-Menzel, Secretary, CCESD No. 3

POSTED: (1/15/2021)