

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of November 21, 2024

Regular Monthly Meeting

The following Commissioners were present: **Don Wagner, Susan Shirley-Menzel and Alan Stahlman**. Commissioners Stuart Magloff and Holly Gill were not in attendance at this meeting. **Fire Chief Robert Mikel**, Assistant Fire Chief Christopher Clapper, CFO Angela Hemphill and Human Resources Generalist Shawna Bantis were in attendance. Engineer Charles Richard and citizen Allan Barrie were also in attendance.

Call to Order and Confirmation of a Quorum:

President Wagner called the meeting to order at 1:32 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:

No citizen comments.

Approval of Minutes:

The October Regular Meeting minutes were tabled by the Board until the December regular monthly meeting.

Treasurers / Chief Financial Officer's Report:

CFO Hemphill reported on the monthly financial report which included the previous month and current month's cross comparison along with property and sales tax collections. The expenses for the month were reviewed Property and sales tax collections were reviewed and she relayed that sales tax for November 2024 is higher compared to November 2023. She discussed the budget vs. actual and stated that nothing is out of the ordinary with the numbers to report.

Chief's Report

Fire Chief Mikel updated the Board on the recent new hire process; sixteen candidates tested, ten were invited to the interview process and eight were given contingent offers of employment. If the eight candidates are successful in all aspects of the pre-employment process, their employment start date will be January 6th, 2025. He stated that we currently have nine positions to fill and with the additional complement of personnel this will bring each of the three shifts up to a total of thirty. Once the hiring process is complete, there will be ninety personnel in operations and seven personnel in administration.

He reported that he has recently received three different letters of appreciation from citizens in the community who have had positive interactions in one way or another with our Firefighter's and wanted to be sure that the Fire Chief was aware of their actions for the good of our citizens.

He stated that a public relations event will occur at Station 51 tomorrow, November 22nd to assist Comal County Sheriff's Office with promoting their "Vial of Life" program. This program ensures that medical personnel are aware of the medication(s) that a potential patient is taking and helps them make the best decisions regarding emergency medical treatment. The Vial of Life keeps medical information nearby in case of emergency.

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He stated that Commissioner Jennifer Crownover and Constable Shane Rapp have asked that Station 51 be a location for a hazardous waste incinerator.

Discussion occurred regarding a proposal from Constable Rapp related to the acquisition of an incinerator, the Board declined the proposal due to liability reasons.

Committee Reports:

Apparatus Committee:

Fire Chief Mikel reported that the specifications for a new (replacement) brush truck are being finalized by Battalion Chief Bednorz and members of the Committee.

Audit Committee:

CFO Hemphill is currently awaiting Alonso, Bacarisse, Irvine and Palmer (ABIP) to submit an engagement letter for conducting our 2024 financial audit.

Budget and Finance Committee:

Discussion occurred in regard to the transfer of funds from TexPool to Security State Bank. CFO Hemphill stated that she will look into other banking institutions to obtain their current rates and she will bring this information to the Committee to discuss prior to a decision being made.

Building Committee:

Commissioner Stahlman reported that Martinez Architects are currently working on the building renderings for Station No. 52 and the Administration Building. CFO Hemphill stated that Pedernales Electric Cooperative (PEC) is working on the logistics of the installation of power lines at the location of the future Administration Building. She also stated that there is a piece of land that may be a good fit for the relocation of Station No. 53. A date will be set for Commissioner Stahlman, Commissioner Shirley-Menzel, Fire Chief Mikel and herself to go look at the property.

Compensation Committee:

President Wagner stated that Fire Chief Mikel's and CFO Hemphill's respective performance reviews will be conducted in December, and that the compensation committee should be prepared to make their recommendation to the Board.

Strategic Planning Committee:

Nothing new to report.

Canyon Lake Fire/EMS, Inc:

Nothing new to report.

Canyon Lake Professional Firefighters Association Local 4713:

Engineer Richard updated the Board on recent Association activities. The November toy drive has been a remarkable success so far and the Association will be delivering many students and families Christmas gifts due to the generous donations from the community. South Texas Blood and Tissue will conduct a blood drive with the assistance of Association members on December 1st at Station No. 51. Guadalupe Valley Telephone Cooperative (GVTC) is conducting a turkey drive and has asked the Association to help in their donation efforts.

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Engineer Richard updated the Board on the status of the current EMT school scholarship award. The eligible candidates will be scheduled to interview with Association members on December 7th where one student will be chosen to receive the scholarship.

OLD BUSINESS:

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED INTERLOCAL AGREEMENT 2025-2029 BETWEEN ESD NO. 2 AND ESD NO. 3 FOR PROVISION OF EMERGENCY MEDICAL SERVICES.

Discussion occurred in regard to the finalized Interlocal Agreement between ESD No. 2 and ESD No.3.

MOTION: President Wagner moved to approve the Interlocal Agreement between ESD No. 2 and ESD No. 3. Commissioner Shirley-Menzel seconded.

ACTION: The motion passed unanimously.

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

CFO Hemphill reported that a virtual meeting occurred between herself, President Wagner, our health insurance Broker, Leo Gutierrez and three executive employees of United Healthcare to discuss the resolution of the previous discrepancy to our account as a result of errors by United Healthcare. She stated that United Healthcare has agreed that they will implement additional communication resources for members along with alternate options to obtain invoices and account information. United Healthcare gave assurance that they will also re-evaluate their current policies and procedures moving forward to ensure enhanced customer service. CFO Hemphill will follow up, along with our insurance broker, to learn specifics closing out this issue.

NEW BUSINESS:

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED TCDRS PLAN AGREEMENT AND AUTHORIZE ACH TRANSFER/PAYMENT OF \$250,000 TO THE DISTRICTS RETIREMENT ACCOUNT (BUDGETED FY24).

CFO Hemphill discussed the TCDRS plan agreement, and the Compensation Committee is in agreement with the \$250,000 deposit to the District's retirement account.

MOTION: Commissioner Stahlman moved to approve the authorization of ACH transfer/payment of \$250,000 to the District's retirement account (budgeted FY24). Commissioner Shirley-Menzel seconded.

ACTION: The motion passed unanimously.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON AN AFFILIATION AGREEMENT BETWEEN THE COLLEGE OF HEALTHCARE PROFESSIONALS AND COMAL COUNTY ESD NO. 2 AND ESD NO. 3.

Discussion occurred in regard to the proposed Affiliation Agreement between The College of Healthcare Professionals and Comal County ESD No. 2 and ESD No. 3. It was determined that

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additional information needs to be obtained prior to a decision being made. Assistant Fire Chief Christopher Clapper asked that this action item be tabled at this time.

Commissioners Comments:

No Commissioner comments.

Announcements:

CFO Hemphill reminded the Board of the District Christmas Party being held on Friday, December 6th at Hill Country Resorts from 6pm – 9pm.

Next Meeting: Thursday, December 19th at 1:30 PM Regular Monthly Meeting.

Adjournment: Meeting Adjourned at 3:16 PM.