

Comal County Emergency
Services District No. 3
Regular Meeting minutes
January 19, 2022

1. CALL TO ORDER AND ESTABLISH QUORUM:

President Wagner called the meeting to order at 1:30 p.m. A quorum was present with Commissioners Don Wagner, Alan Stahlman, Stuart Magloff, and Susan Shirley-Menzel attending. Commissioner Gill was absent. Also, in attendance were Interim Fire Chief Mikel and CFO Angela Hemphill.

2. Confirmation of reappointment and taking oath of office of Commissioners: Don Wagner and Susan Shirley-Menzel.

Confirmation of appointment and taking oath of office of Commissioner: Stuart Magloff.

3. RECOGNITION OF CITIZENS PRESENT: None were present.

CITIZEN COMMENTS: None

4. Election of Officers for 2022:

President: Don Wagner

Vice President: Holly Gill

Secretary: Susan Shirley-Menzel

Treasurer: Alan Stahlman

Assistant Treasurer: Stuart Magloff

Motion: Commissioner Shirley-Menzel moved to approve the slate of officers and Commissioner Stahlman seconded. The motion passed unanimously.

5. Authorization of signatures for check signers:

It was decided that all 5 commissioners should be available to sign if necessary. Commissioners Wagner, Stahlman and Gill are already signers. Former Commissioner Jane Bowen will be removed and Commissioners Magloff and Shirley-Menzel were added.

Motion: Commissioner Stahlman moved to approve authorization and Commissioner Magloff seconded. The motion passed unanimously.

6. Review and Reaffirmation of standard operating guidelines:

These are continuing resolutions so there was no need for action.

7. Appointment of Committees members:

- Apparatus: Commissioners Stahlman (Chair) and Gill
 - Audit: Commissioner Wagner (Chair)
 - Budget and Finance: Commissioner Stahlman (Chair) and Magloff
 - Building: Commissioners Stahlman (Chair) and Shirley-Menzel
 - Community Outreach: Commissioner Shirley-Menzel (Chair) and Commissioner from ESD No. 2 to be named
 - Compensation: Commissioners Wagner (Chair) and Gill
 - Strategic Planning: Commissioners Gill (Chair) and Magloff
 - ESD No. 3 Representatives to Canyon Lake Fire/EMS, Inc. Board: Commissioners Shirley-Menzel and Magloff
- CFO Angela Hemphill also sits on this Board.

COMAL COUNTY
EMERGENCY SERVICES DISTRICT No. 3

CONSENT ITEMS

8. REVIEW AND APPROVAL OF MINUTES FROM REGULAR MEETING OF December 15, 2021:

The minutes were reviewed and accepted by the board with Commissioner Magloff abstaining (meeting prior to his Board appointment).

9. TREASURER'S REPORT:

CFO Hemphill reported on the monthly bills, invoices, and financial report. Reviewed the tax and sales analysis. The Board acknowledged the report and approved. The 2021 year end report will be available for the February meeting.

10. PRESENTATION OF C.L. FIRE/EMS STATUS REPORTS:

Interim Fire Chief Mikel reported that EMS Division Chief Christopher Clapper is temporarily filling the position of Shift C Battalion Chief.

The 2021 TEEX Paramedic Program has completed classes. Four of the six CLFD/EMS students have already tested and passed the National Registry exam and two are scheduled to test.

The 2022 TEEX Paramedic Program will start February 21st with 20 students, six are CLFD/EMS employees. The radio communications have been working with activating the cell phone 9-1-1 apps.

Eleven new hires are now in orientation.

The Training Coordinator position was posted on January 19th.

11. COMMITTEE REPORTS:

APPARATUS: A new vehicle has been purchased according to the apparatus strategic plan.

AUDIT: The proposal from ABIP for the FY21 annual audit was tabled until the February meeting.

BUDGET AND FINANCE: 2021 proposed Budget Amendments will be reviewed at the February meeting.

BUILDING: Mentioned plans for updating current stations and future station plans.

OUTREACH: No report at present.

COMPENSATION: Seventeen applications have been received from the posting for Fire Chief. The committee requested a Closed Session to discuss proceeding with the process of applications.

President Wagner stated, "The Comal County ESD No. 3 Board is now entering into a Closed Session pursuant to the Texas Government Code Section 551.071 for legal consultation with district attorney Ken Campbell. No actions will be taken or voted on in the Closed Session." The date is January 19, 2022. The time is 3:08 pm.

President Wagner announced that the Closed Session has concluded. The time is 3:51 pm. No actions were taken in the closed meeting.

Following the Closed Session the board of Commissioners authorized President Wagner to proceed as deliberated.

COMAL COUNTY
EMERGENCY SERVICES DISTRICT No. 3

STRATEGIC PLANNING: No report at present.

OLD BUSINESS

There was no Old Business to address.

NEW BUSINESS

There was no New Business to address.

12. Commissioners Comments (Not subject to vote). None presented.
14. Announcements: January 26, 2022 at 8:30 am at the Comal County Court meeting the Comal ESD's will make their annual presentations.
15. Next Meeting: TBD on February 15th or 16th at 1:30 pm
16. Adjournment was at 4:04 p.m.