

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of February 15, 2024

Regular Monthly Meeting

The following Commissioners were present: **Don Wagner, Susan Shirley-Menzel, Holly Gill and Stuart Magloff**. Commissioner **Alan Stahlman** was not in attendance. Fire Chief Robert Mikel, Assistant Fire Chief Christopher Clapper, CFO Angela Hemphill and Benefits Specialist Shawna Bantis were in attendance along with citizen Bob Janusaitis.

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.

Citizen's Comments:

No citizen comments.

Approval of Minutes:

The January Regular Meeting minutes were approved by the Board.

MOTION: Commissioner Shirley-Menzel moved to accept the January Regular Monthly Meeting minutes. Commissioner Gill seconded.

ACTION: The motion passed unanimously.

Treasurers / Chief Financial Officer's Report:

CFO Hemphill reported on the monthly financial report to include the previous month and current month's cross comparison. The expenses for the month were reviewed along with property and sales tax collections. She stated there is nothing out of the ordinary with the numbers to report. She also stated that Truth and Taxation will start July 25, 2024. There is no update on collections from EmergiFire at this time.

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

Fire Chief Mikel reported that there is an assistance to Firefighter's grant available that we will apply for. If awarded, this grant could be used to help purchase bunker gear.

In regards to the CAD status, Fire Chief Mikel reported that the radio installation by Westnet is in place and the radios are currently being programmed. Department training for the new alerting system will occur once the programming is complete which is anticipated to be March 8th. He and Assistant Chief Clapper visited with Comal County Dispatch to get a better idea of how the dispatch system works and how we can work together to streamline the dispatching process. The goal is to visit with each of the three dispatch shifts in the coming weeks.

Fire Chief Mikel reported that the 2024 Paramedic Program has begun with twenty students in attendance including six of our Firefighters.

Applications are currently being accepted for our Spring 2024 hiring process for Firefighter/EMT with testing to occur on March 15th.

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Fire Chief Mikel reported that the newly purchased Self-Contained Breathing Apparatus (SCBAs) went into service last week and extensive training on how to operate them has occurred. Disposing of the surplus equipment will take place after the new equipment is in service.

Fire Chief Mikel reported that Guadacoma Emergency Response Group has added a Dive Team to their All-Hazard Team that is currently in place and we are awaiting the requirements for several of our personnel to join this team.

A meeting occurred in regards to the current Interlocal Agreement between ESD No. 3, ESD No. 2 and ESD No. 6 which went well.

An update on the Automatic Aid Agreement between ESD No. 3, ESD No. 2 and ESD No. 7, New Braunfels Fire Department was given and the GIS is still an issue to be resolved. An additional meeting will occur on February 16th to see if any progress has been made with the GIS and ability to move forward with the agreement.

Committee Reports:

Apparatus Committee:

Nothing new to report.

Audit Committee:

CFO Hemphill reported that the Engagement Letter for ABIP has been signed by President Wagner and submitted to ABIP to move forward with the FY 2023 financial audit.

Budget and Finance Committee:

Nothing new to report.

Building Committee:

CFO Hemphill reported that the search for a piece of land for the possible relocation of Station 53 continues. Site work for Station 52 is still currently on hold.

Compensation Committee:

Nothing new to report.

Strategic Planning Committee:

Commissioner Magloff reported that The Master Plan will be presented at next months' regular monthly meeting.

Canyon Lake Fire/EMS, Inc:

Nothing new to report.

Canyon Lake Professional Firefighters Association Local 4713:

Nothing new to report.

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OLD BUSINESS:

Nothing to report.

NEW BUSINESS:

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED AIA DOCUMENT B203 – SITE EVALUATION AND PROJECT FEASIBILITY BETWEEN COMAL COUNTY ESD NO. 3 AND MARTINEZ ARCHITECTS, LP.

CFO Hemphill discussed AIA Document B203 and the revisions that need to be made to the document prior to moving forward with signatures. The revisions needed are:

- 1) “ESD” needs to be referred to as “Comal County ESD No. 3” anywhere it is mentioned in the document.
- 2) The fee for the site evaluation and project feasibility needs to be listed at \$12,000 anywhere it is mentioned in the document.

MOTION: Commissioner Shirley-Menzel moved to approve the AIA Document B203 – Site evaluation and project feasibility between Comal County ESD No. 3 and Martinez Architects, LP with the revisions listed above being completed. Commissioner Gill seconded.

ACTION: The motion passed unanimously.

Commissioners Comments:

No Commissioner comments.

Announcements:

CFO Hemphill stated that the SAFE-D Conference will be held February 22 – 24, 2024.

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

Adjournment: Meeting Adjourned at 2:56 PM.