

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

**MINUTES of April 21, 2022**

**Regular Monthly Meeting**

The following commissioners were present: **Don Wagner, Susan Shirley-Menzel, Alan Stahlman, Stuart Magloff and Holly Gill.** Fire Chief Robert Mikel, Battalion Chief Jeffrey Kahane, Battalion Chief Justin Lowth, Engineer Charles Richard, Benefits Specialist Shawna Bantis and CFO Angela Hemphill were also in attendance. At 3:15PM ESD No. 2 Commissioners Tom Crossan and Ken Schein joined the meeting.

**Call to Order and Confirmation of a Quorum:**

President Wagner called the meeting to order at 1:30PM, and declared that a quorum was present.

**Citizen's Comments:** Engineer Richard gave a summary of CLPFFA recent events, most importantly, of the Canyon Lake High School student scholarship recipient and how well that went. There is a definite likelihood of providing another student with a scholarship in the near future. Engineer Richard spoke of the upcoming crawfish boil that CLPFFA was hosting which he hopes will raise more funds for future events.

**Approval of Minutes:** The February/March regular meeting minutes were up to date and accepted along with the December and January special meeting minutes.

**Treasurers / Chief Financial Officer's Report:** CFO Hemphill reported on the monthly bills and invoices from April to include property and sales tax numbers. She then explained the FY22 1<sup>st</sup> quarter investment report and confirmed we are in line with where we should be in regards to property taxes.

**MOTION:** Commissioner Stahlman moved to accept the investment report. Commissioner Gill seconded.

**ACTION:** The motion passed unanimously.

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

Fire Chief Mikel reported on status of the Training Coordinator hiring process. Fire Chief Mikel then spoke of the Firefighter hiring process. Chief Mikel updated the status of our 2021 Paramedic program. Our 2022 program is going well and the students are starting their clinicals now. Chief Mikel spoke of the Peer Counseling Program that one of our Firefighters attended. Having an internal person to assist in counseling would be beneficial. Chief Mikel spoke of Radio Systems update and that it has been pushed back until early next year. In regards to CAD and Station Alerting, the response time inaccuracy issues we're having is directly related to Dispatch, user error. Once CAD is implemented, we will record the response times. The IP alerting through the internet will essentially take the dispatchers out of the equation completely. President Wagner asked about the cost associated with station alerting and if we needed to do any action on this today and Chief Mikel stated that it was not necessary today.

**Committee Reports**

**Apparatus Committee:**

Nothing to report at this time.

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**Audit Committee:**

CFO Hemphill stated that the field work on the audit is done. The report will be reviewed by President Wagner and her, sent back for any corrections, then sent to the Board for review prior to the May meeting where it needs to be accepted by the Board.

**Budget / Finance Committee:**

Nothing to report at this time.

**Building Committee:**

Commissioner Stahlman stated that we will consider building a new Station 52 on our existing Station 52's property vs. trying to purchase property in the area.

**Community Outreach:**

Nothing new to report.

**Compensation Committee:**

The Fire Chief job description was tabled until the May regular monthly meeting.

**Strategic Planning Committee:**

Commissioner Gill spoke on the importance of having multiple facets of face-to-face resources such as a social media page and that a budget should be created for this. The goal is to make sure to give and receive information to and from the public.

**OLD BUSINESS**

**UPDATE ON THE SHAPE FILE CREATION:**

CFO Hemphill informed the board that there is some new information in regards to mapping which will help the shape file become official. CFO Hemphill and Chief Mikel will continue to work on this.

**NEW BUSINESS**

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE RATIFICATION OF APPROVAL BY PRESIDENT WAGNER FOR PREVENTATIVE MAINTENANCE AND REPAIRS OF ENGINE 52 - UNIT 4907 THROUGH SIDDONS-MARTIN EMERGENCY GROUP TOTALING \$8,946.60**

Chief Mikel explained the cost associated with the needed repairs.

**MOTION:** Commissioner Stahlman moved. Commissioner Magloff seconded.

**ACTION:** The motion passed unanimously.

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR REPAIRS TO RESERVE ENGINE - UNIT 3383 THROUGH SIDDONS MARTIN EMERGENCY GROUP TOTALING \$7,238.22:**

Chief Mikel explained the cost associated with the needed repairs.

**MOTION:** Commissioner Gill moved. Commissioner Shirley-Menzel seconded.

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**ACTION:** The motion passed unanimously.

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR CRITICAL CARE REGISTRATIONS FOR 20 PERSONNEL THORUGH HEALTHCARE INNOVATIONS AND SCIENCES TOTALING \$5,500.00:**

**MOTION:** Commissioner Magloff moved. Commissioner Shirley-Menzel seconded.

**ACTION:** The motion passed unanimously.

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON REQUEST FROM PERSONNEL TO DONATE THEIR SICK AND/OR VACATION HOURS TO FIREFIGHTER ZACKARY ZANGERL.**

This is an exception to policy requested by Fire Chief Mikel and CFP Hemphill.

**MOTION:** Commissioner Gill moved. Commissioner Magloff seconded.

**ACTION:** The motion passed unanimously.

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED MEMORANDUM OF UNDERSTANDING BETWEEN COMAL COUNTY ESD NO. 3, NO. 2, NO. 1, NO. 4, NO. 5, AND NO. 6 FOR COST SHARING OF SOFTWARE AND EQUIPMENT FEES RELATED TO CAD PROJECT:**

This was tabled until the May regular monthly meeting.

**Announcements:** CFO Hemphill reminded all that the CLPFFA Annual Crawfish Boil is being held on Saturday, April 30<sup>th</sup> at 12:00 PM and that all were welcome to attend.

**Next Meeting:** Wednesday, May 18<sup>th</sup> @12:00 PM Regular Monthly meeting.

**Adjournment:** Meeting Adjourned at 3:23 PM.