

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of July 12, 2024

Regular Monthly Meeting

The following Commissioners were present: **Don Wagner, Susan Shirley-Menzel, Alan Stahlman, Stuart Magloff and Holly Gill.** Fire Chief Robert Mikel, CFO Angela Hemphill, Benefits Specialist Shawna Bantis and ESD No. 2 Commissioner Bob Janusaitis were in attendance. Assistant Fire Chief Christopher Clapper was not in attendance for this meeting.

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.

**\*\*President Wagner asked that The Building Committee Report occur at this time\*\***

**Building Committee:**

Martinez Architects along with lender, Kevin Lerner from Government Capitol joined the meeting via Zoom at this time. The Board was updated on the project status of Station No. 52 and Administration/Training Facility. Once funding is secured, the next step is to go out for bid for a general contractor. Discussion occurred. A meeting is scheduled for July 19<sup>th</sup> between Martinez Architects and the Building Committee to go over next-step items and if all good, Martinez Architects will move forward with creating the construction documents.

**\*\*President Wagner asked that New Business, agenda item number 7 occur at this time\*\***

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED FUNDING PACKAGE TOTALING \$5M AND ADOPTION OF A RESOLUTION REGARDING A PROMISSORY NOTE AND SECURITY AGREEMENT FOR THE PURPOSE OF CONSTRUCTING FIRE STATION NO. 52 AND ADMINISTRATIVE/TRAINING FACILITY PRESENTED BY GOVERNMENT CAPITAL.**

CFO Hemphill presented the funding proposal for Station No. 52 and Administrative/Training Facility. Kevin Lerner with Government Capitol discussed the funding options for the projects along with a timeline of document completion. Once all is agreed upon and the documents are complete, the funds will be available as soon as August 6<sup>th</sup> and the first payment will be due in February of 2025. The budget and finance committee recommended the borrowing from Government Capital in the amount of \$5,0500.00.

**MOTION:** Commissioner Magloff moved to approve the proposed funding package totaling \$5,0500.00 and adoption of a resolution regarding a promissory note and security agreement for the purpose of constructing Fire Station No. 52 and Administrative/Training Facility presented by Government Capitol and authorized Board President Wagner to sign the Promissory Agreement on behalf of ESD No. 3. Commissioner Gill seconded.

President Wagner called for a record vote. All Commissioners individually approved the vote.

**ACTION:** The motion passed unanimously. Motion carries.

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

**MINUTES of July 12, 2024**

**Regular Monthly Meeting**

**Approval of Minutes:**

The June Regular Meeting minutes were reviewed by the Board.

**MOTION:** Commissioner Shirley-Menzel moved to accept the June Regular Monthly Meeting minutes. Commissioner Magloff seconded.

**ACTION:** The motion passed unanimously.

**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. The expenses for the month were reviewed along with property and sales tax collections. She noted that sales tax is up 3% this June vs. last June. She discussed the budget vs. actual and stated that nothing is out of the ordinary with the numbers to report. CFO Hemphill presented the Q1 and Q2 investment reports. She discussed the difference in fees between the TexPool and Security State Bank Money Market account proposal.

**MOTION:** Commissioner Gill moved to approve the Q1 and Q2 investment reports. Commissioner Shirley-Menzel seconded.

**ACTION:** The motion passed unanimously.

**Chief's Report:**

Fire Chief Mikel updated the Board on the three candidates that have recently started employment from the Spring 2024 hiring process, noting that they have moved from the onboarding phase to operations on their respective shifts.

In regards to the CAD/Radio installation, there are still some issues with WestNet not working properly. Troubleshooting will occur on Monday, July 15<sup>th</sup> to hopefully resolve the issues.

He addressed the current drought conditions and confirmed that there will be no pumping from hydrants for training purposes, no unnecessary apparatus washes, and no public relation events that involve spraying water until water restrictions have been lifted.

He discussed that after four years of hosting paramedic school on site we will no longer be doing so. If we have personnel that need and want to obtain a paramedic certificate, we will send them to an accredited school offsite for them to obtain their certificate. He stated that there are many reasons for this decision but ultimately, this will allow for more time and effort going towards our internal, hands-on fire and EMS training for the personnel by our Training Division. A library of training videos and lesson plans will be created by our Training Division in the near future.

He presented the operational report to the Board and discussion occurred.

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of July 12, 2024

Regular Monthly Meeting

Committee Reports:

**Apparatus Committee:**

Nothing new to report.

**Audit Committee:**

Nothing new to report.

**Budget and Finance Committee:**

Nothing new to report.

**Building Committee:**

Building Committee report occurred earlier in the meeting.

**Compensation Committee:**

Nothing new to report.

**Strategic Planning Committee:**

Nothing new to report.

**Canyon Lake Fire/EMS, Inc:**

Nothing new to report.

**Canyon Lake Professional Firefighters Association Local 4713:**

No update on Association activities.

NEW BUSINESS:

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED CLINICAL AFFILIATION AGREEMENT BETWEEN COMAL COUNTY ESD NO. 2, COMAL COUNTY ESD NO. 3 AND TEXAS FIRE ACADEMY FOR EMT STUDENT RIDE-OUTS.**

Fire Chief Mikel discussed the proposed clinical affiliation agreement between Comal County ESD No. 2, ESD No. 3 and Texas Fire Academy for EMT student ride-outs. The agreement must be in place so that we can continue to allow EMT students to ride-out and obtain patient contacts.

**MOTION:** Commissioner Gill moved to approve the proposed clinical affiliation agreement between Comal County ESD No. 2, ESD No. 3 and Texas Fire Academy for EMT student ride-outs. Commissioner Shirley-Menzel seconded.

**ACTION:** The motion passed unanimously.

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON REPORT FROM TODD FRISK ABOUT CYBERSECURITY WITH THE STREAMLINE WEBSITE.**

The report from Todd Frisk about cybersecurity with the streamline website was tabled by the Board until a later date.

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

**MINUTES of July 12, 2024**

**Regular Monthly Meeting**

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE STATUS OF NEGOTIATIONS OF AN INTERLOCAL AGREEMENT BETWEEN COMAL COUNTY ESD NO. 2 AND COMAL COUNTY ESD NO. 3.**

Discussion occurred in regards to the status of negotiations of an Interlocal Agreement between Comal County ESD No. 2 and ESD No. 3. President Wagner asked for volunteers to join the ILA Committee to negotiate with ESD No. 2 on behalf of Comal County ESD No. 3. President Wagner then appointed Commissioner Gill as Chair and Commissioner Magloff as a member.

**Commissioners Comments:**

None.

**Announcements:**

CFO Hemphill reminded the Board of the upcoming Canyon Lake Area Chamber of Commerce Serve and Protect Mixer occurring on Tuesday, 7/25 at 5:30 PM. Canyon Lake Fire/EMS is the recipient of the monetary award this year and the funds will go towards our Peer Support Program.

She also mentioned that the Budget Workshop Meeting will occur on 8/2 at 10:00 AM.

**Next Meeting:** Thursday, August 15<sup>th</sup> at @1:30 PM Regular Monthly Meeting.

**Adjournment:** Meeting Adjourned at 3:50 PM.