

Comal County Emergency Services District No. 3

Regular Meeting minutes

December 15, 2021

1. CALL TO ORDER AND ESTABLISH QUORUM:

President Wagner called the meeting to order at 5:31 p.m. A quorum was present with Commissioners Don Wagner, Jane Bowen, Alan Stahlman, Holly Gill, and Susan Shirley-Menzel attending. Also, in attendance were Chief Mikel and CFO Angela Hemphill.

2. RECOGNITION OF CITIZENS PRESENT:

BC Jeff Kahanek, Lt. Joshua Risner, FF Charles Richards

3. CITIZEN COMMENTS:

Charles Richards, the Professional Organization's Sargent at Arms, related their past events including t-shirt sales, breast cancer awareness support and selecting a scholarship candidate from CLHS to receive five thousand dollars for fire service training.

4. REVIEW AND APPROVAL OF MINUTES FROM REGULAR MEETING OF DECEMBER 15, 2021:

The minutes were reviewed and accepted by the board.

5. TREASURER'S REPORT:

CFO Angela Hemphill reported on the monthly bills, invoices, and financial report. She also reported on the transfer of funds from TexPool General Ops account to the TexPool Reserve account. The Board acknowledged he report and approved.

The Capitalization policy was proposed.

MOTION: Commissioner Gill moved to approve the Capitalization Policy and Commissioner Bowen seconded. The motion passed unanimously.

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

Interim Fire Chief Mikel discussed the problems with radio communication and how it's being temporarily handled.

The current paramedic class that will be completed by the end of December and a new class starting in February.

He updated the status of coverage for Copper Ridge and areas of District 6.

7. COMMITTEE REPORTS:

APPARATUS: A strategic plan covering from present to 2032 was presented with new vehicle purchasing being staggered.

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

BUDGET AND FINANCE: No report given.

BUILDING: No report at present.

OUTREACH: No report at present.

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COMPENSATION: Update on posting of the Fire Chief position which will close on December 16, 2021.

The committee requested a Closed Session to discuss the Job Performance, Goals, and Compensation for CFO Angela Hemphill for 2022.

At 7:16 p.m. the Board entered into a Closed Session pursuant to the Texas Government Code Section 551.074 to discuss the recommendations of the Compensation Committee about the 2021 evaluation of the Job Performance and Goals of the District CFO Angela Hemphill. The adoption of the proposed Job Description for the CFO and the proposed FY22 Compensation for the CFO.

The Closed Session concluded at 8:18 p.m. with no action taken.

Following the Closed Session:

Motion: Commissioner Gill moved that the CFO salary be adjusted by 3% equaling \$113,300. Seconded by Commissioner Stahlman. The motion passed unanimously.

STRATEGIC PLANNING: The Committee presented the finalized Strategic Plan for the next 5 years.

Motion: Commissioner Bowen moved to approve the Strategic Plan and Commissioner Shirley-Menzel seconded. The motion passed unanimously.

OLD BUSINESS

8. CFO Hemphill reported on the 501C3 fundraising mailout. The Committee had not come to a consensus about how the information would appear for distribution. They will revisit the project after the first of the year.
9. Update on the creation of a Shape File of ESD No. 2 and No. 3 for submission by the county is an ongoing project.
10. The Interlocal Agreement between Comal County ESDs No. 3, No. 2, and No. 6 has been signed by all appropriate persons and is in effect January 1, 2022.

NEW BUSINESS

11. Consider, discuss and take appropriate action on proposed purchase order for a 2022 Pierce Custom Enforcer totaling \$704,671.22 through Siddons Martin Emergency Group, LLC. After discussion Commissioners decided it would save money to submit a purchase order before the end of 2021.
Motion: Commissioner Bowen moved to purchase this apparatus and Commissioner Gill seconded. The motion passed unanimously.
12. President Wagner had approved the rental agreement between Canyon Lake Cabin and Cottages and Comal County ESD No. 3 for space for the department Holiday Party. This approval requires ratification.

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Motion: Commissioner Shirley-Menzel moved to ratify the approval and Commissioner Bowen seconded. The motion passed unanimously.

13. Commissioners Comments (Not subject to vote)
14. Announcements: There will be a special meeting held on December 20 at 5:30pm for the proposed Texas Counties and Districts Retirement System plan.
Commissioner Jane Bowen is retiring from ESD No. 3 and was recognized with gifts.
15. Next Meeting: January 19, 2022 at 1:30 p.m.
16. Adjournment was at 8:43 p.m.