

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

The board of Comal County Emergency Services District No. 3 will hold a **Regular Monthly Meeting** on **January 22, 2019** at **10:30 am** at Canyon Lake Fire/EMS Station 51, 1074 Scissortail, Canyon Lake, TX 78133. The meeting is open to the public.

1. The Opening meeting Agenda is as follows: Invocation, Pledges of Allegiance, Call to Order, and Statement of Quorum.
2. Welcome and introduction of new Commissioner Holly Gill.  
Confirmation of reappointment and taking oath of office of Alan Stahlman.  
Confirmation of appointment and taking oath of office of Holly Gill.
3. Election of Officers for 2019
4. Motion for authorization given to check signers
5. Establish time and date of monthly meetings
6. Review and reaffirmation of standard operating guidelines, i.e. line of succession, presidential motions and voting, citizen's comments, etc.
7. Appointment of Commissioners to Committees
  - Apparatus
  - Audit
  - Budget and Finance
  - Building
  - Community Outreach
  - Community Paramedicine
  - Compensation
  - County ESD Committee Representatives
  - Interlocal Agreement with ESD No. 2
  - Strategic Planning
  - ESD No. 3 Representatives (2) to Canyon Lake Fire/EMS Board

**PUBLIC COMMENT**

8. **Public Comment:** In accordance with the Texas Attorney General's opinion, any public comment that is made on an item that is not on the published final agenda will only be heard by the Board of Commissioners. No formal action, discussion, deliberation, nor comment will be made by the Board of Commissioners.

It is also the policy of Comal County Emergency Services District No. 3 that Public Comment at regular monthly meetings of the Board of Commissioners will be limited to a total of 20 minutes, and individual comments will be limited to 3 minutes. A speaker may not speak for more than 3 minutes by accumulating time periods of other speakers.

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**CONSENT ITEMS**

9. Consider, discuss and take appropriate action on acceptance of the previous month's meeting minutes;
10. Consider, discuss and take appropriate action on reports from treasurer and district business manager, including:
  - Monthly bills and invoices;
  - Quarterly and year-end financial reports;

**REPORTS/ ACTION ITEM**

11. Consider, discuss and take appropriate action on Reports from District Fire Chief and EMS Division Chief:
  - Review of Quarterly FIRE/EMS Activity Data and Status Report;
  - Status YTD Report: Grants (Awarded and Pending);
  - Review of Quarterly FIRE/EMS Responses for outer lying service areas
  - Status of state licensing of 9 new paramedics
  - Status of 6 new January hires
  - General discussion and questions

**COMMITTEE REPORTS**

12. **Apparatus** – Jane Bowen (Chair), Alan Stahlman  
Consider, discuss and take appropriate action on:
  - Current and Future needs
  - Proposed revised Replacement/Addition Plan
13. **Audit** – Don Wagner (Chair)
  - Status of ABIP financial audit
14. **Budget and Finance** – Alan Stahlman (Chair)  
Consider, discuss and take appropriate action on a status report:
  - Update on outstanding checks from Wells Fargo
  - Update regarding the Escheat procedure for ESD No. 3 and Information for the Canyon Lake Fire/EMS Board
15. **Building** – Alan Stahlman (Chair), Susan Shirley-Menzel  
Consider, discuss and take appropriate action on a status report from the Building Committee including:
  - Update on progress of repairs to Stations 52, 53 and 55
  - Consider, discuss and take appropriate action on invoice for work completed on Station 55 water lines
  - Update on future Station 54 (River Chase) and Station 56 (Vintage Oaks)

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- Search for land in the Hancock area and Station 52 area
- County Recycle Department using property at Station 52

16. **Compensation Committee** – Don Wagner (Chair), Jane Bowen  
Consider, discuss and take appropriate action on status report.

17. **Community Outreach** - \_\_\_\_\_(Chair), Susan Shirley-Menzel  
Consider, discuss and take appropriate action on development of a community outreach program to educate the public about Canyon Lake Fire/EMS that will contribute to improvement in the health and safety of the community.

- Citizen Fire Academy volunteers update
- Report on email press release regarding intent to open two new stations

18. **Community Paramedicine – New** \_\_\_\_\_ (Chair)  
Consider, discuss and take appropriate action on ways to meet the needs of the Canyon Lake and surrounding areas to include:

- Status of the Community Paramedicine program
- Review and approval of the Agreement between Canyon Lake Fire/EMS, Inc. and ESD No. 3 (also ESD No. 2) to restart the Community Paramedicine program.

19. **Interlocal Agreement with ESD No. 2 – New** \_\_\_\_\_(Chair)  
Consider, discuss and take appropriate action on the Renewal of the Interlocal Agreement with ESD No. 2 that would begin in 2020.

20. **Strategic Planning** – Jane Bowen (Chair), Don Wagner  
Consider, discuss and take appropriate action on upcoming annual Strategic Planning.

**OLD BUSINESS**

21. Consider, discuss and take appropriate action on future standby requests and related policy regarding charges for these requests.

**NEW BUSINESS**

22. Consider, discuss and take appropriate action on the proposed purchase order for an Enforcer 107 Ascendant through Siddons-Martin Emergency Group totaling \$1,396,008.10.

- Consideration of pre-payment, financing or payment at completion of production

23. Consider, discuss and take appropriate action on the proposed 2019 Comal County ESD No. 3 Investment Policy and appoint Investment Officers.

24. Consider, discuss and take appropriate action on the proposed purchase order for 6 sets of bunker gear through Dooley Tackaberry totaling \$15,035.18.

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25. Consider, discuss and take appropriate on intent to order an election to increase the tax cap from .08 cents to .10 cents per \$100 valuation for Comal County ESD No. 3 and to hire GCP Association Services as a consultant related to the possible election.
26. Consider, discuss and take appropriate action on proposed ESDs No. 2 and No. 3 Annual report to be presented to Comal County Commissioners Court.
27. Consider discuss and take appropriate action on Canyon Lake Fire/EMS, Inc. business:
  - Report on the 2018 CLF/EMS Annual Contributions Drive
28. Commissioners Comments (Not subject to vote)
  - Commissioners Manual – Susan Shirley-Menzel
  - Document Retention and Destruction – Susan Shirley-Menzel
  - Communication – Angela Hemphill
29. Announcements
  - Happy New Year and may ESD No. 3 continue to be a productive organization.
  - Safe D Annual Conference – February 7 – 9, 2019 in Frisco, Texas.
30. Next Meeting: To Be Determined – Agenda Item 5
31. Adjournment

**NOTICE:**

If, during the course of the meeting covered by this Notice, the Board of Commissioners should determine that a closed meeting or session of the Board of Commissioners is required, then such a closed meeting or session as authorized by the Texas Open Meetings Act, Texas Government Code, Section 551.001, et seq., will be held by the Board of Commissioners at the date, hour, and place given in this Notice or as soon after the commencement of the meeting covered by this Notice as the Board of Commissioners may conveniently meeting such closed meeting or session concerning any and all purposes permitted by the Act.

Should any final action, final decision, or final vote be required in the opinion of the Board of Commissioners with regard to any matter considered in such closed meeting or session, the final action, final decision, or final vote shall be either:

- a. in the open meeting, covered by the Notice upon reconvening of the public meeting;
- b. at a subsequent public meeting of the Board of Commissioners upon notice thereof;
- c. as the Board of Commissioners shall determine.

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Susan Shirley-Menzel, Secretary, CCESD #3  
POSTED: (1/17/2019)  
(CCESD#3 Meeting Notice Format (rev'd. 1/1/2009))