

**Comal County  
Emergency Services District No. 3**

**PUBLIC NOTICE**

Due to the state of emergency and/or local disaster caused by the COVID-19 pandemic, the Board of Comal County Emergency Services District No. 3 may hold meetings through a virtual meeting because of the difficulty and risks of convening a quorum in one location. If initiated, the virtual meeting will be broadcast and recorded as required by the Texas Open Meetings Act.

**Comal County Emergency Services District No. 3 has scheduled a regular monthly meeting to be conducted on Tuesday, April 21<sup>st</sup>, 2020 at 5:30PM and will be conducted through a ZOOM meeting. Information related to this meeting can be found at <http://canyonlakefire-ems.org/ccesd3/>**

**The meeting is open to the public.**

**PUBLIC COMMENT**

1. 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.

**CONSENT ITEMS**

2. Consider, discuss and take appropriate action on acceptance of the previous meeting minutes;
3. Consider, discuss and take appropriate action on reports from treasurer and district business manager, including:
  - Monthly bills and invoices;
  - Quarterly financial reports;
  - 1<sup>st</sup> Quarter Investment Report 2020
  - Discussion related to the current COVID-19 situation and the potential effects to the district related to revenues and expenses

**REPORTS/ ACTION ITEM**

4. 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;
  - Operational report related to COVID19
  - Status of state licensing of two Paramedic Program personnel, one from 2018 and one 2019.
  - Status of 11 new personnel who started January 6<sup>th</sup> and 6 new personnel who started April 6<sup>th</sup>;
  - Consideration of personnel’s Vacation hours that exceed allowed rollover amount – COVID19
  - Status YTD Report: Grants (Awarded and Pending);
  - General discussion and questions

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### COMMITTEE REPORTS

5. **Apparatus** – Jane Bowen (Chair), Alan Stahlman  
Consider, discuss and take appropriate action on status report:
  - Delivery of TIFMAS Truck – Type III Engine
  - Ratification of President Wagner’s emergency approval of repairs to Marine 53 totaling \$7,975.91
  - Current and Future Needs
6. **Audit** – Don Wagner (Chair), Holly Gill  
Consider, discuss and take appropriate action on status report:
  - Status of 2019 Financial Audit
7. **Budget and Finance** – Alan Stahlman (Chair), Holly Gill  
Consider, discuss and take appropriate action on status report.
8. **Building** – Alan Stahlman (Chair), Susan Shirley-Menzel  
Consider, discuss and take appropriate action on a status report from the Building Committee including:
  - Update on future Station 54 (River Chase) and Station 56 (Vintage Oaks)
  - Status of land acquisition within the district
  - Approval to move forward with requesting bi-fold door installation by Seidel Construction at Stations 54 / 56 at a cost not to exceed \$114,000
9. **Community Outreach** - Susan Shirley-Menzel (Chair)  
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:
  - Status of 2020 Citizens Fire Academy
  - Status Report from committee meetings
  - Suggestion for change in activities at the Annual Open House
10. **Community Paramedicine** – Jane Bowen (Chair), Susan Shirley-Menzel  
Consider, discuss and take appropriate action on status report:
  - Update on Community Paramedicine activity
11. **Compensation Committee** – Don Wagner (Chair), Holly Gill  
Consider, discuss and take appropriate action on status report.
12. **Strategic Planning** – Jane Bowen (Chair), Holly Gill  
Consider, discuss and take appropriate action on conducting a Strategic Planning Session.

### OLD BUSINESS

13. Consider, discuss and take appropriate action on proposed service agreement between Comal County ESD No. 2, Comal County ESD No. 3 and Kona Coast Ventures (WWA) for the 2020 Concert Season
14. Consider, discuss and take appropriate action on proposed revised ODFI Agreement between Comal County ESD No. 3 and Security State Bank & Trust.

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### NEW BUSINESS

15. Consider, discuss and take appropriate action on renewal of Lexipol Subscription for FY 2020 totaling \$7,087.00
16. Consider, discuss and take appropriate action related to the Families First Coronavirus Response Act;
17. Consider, discuss and take appropriate action on proposed revisions to the Purchasing Policy and Credit Card Purchases Policy
18. Consider, discuss and take appropriate action on authorizing issuance of a district credit card to Assistant Fire Chief Robert Mikel
19. Consider, discuss and take appropriate action on proposed service agreement between Comal County ESD No. 2, Comal County ESD No. 3 and Comal County Water Oriented Recreational District (WORD)
20. Consider, discuss and take appropriate action on proposed Commercial Connection Agreement between Comal County ESD No. 3 and Canyon Lake Water Service Company (CLWSC)
21. Commissioners Comments (Not subject to vote)
22. Announcements
23. Next Meeting: To Be Determined
24. 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

Comal County Emergency Services District No. 3 is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call Angela Hemphill, Manager for Comal County Emergency Services District No. 3 at (830) 907-2922, EXT 304 for information. Hearing impaired or speech disabled persons equipped with telecommunication devices for the deaf may utilize the statewide Relay Texas Program by dialing 7-1-1 or 1-800-735-2988.

Susan Shirley-Menzel, Secretary, CCESD No. 3

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