

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of May 18, 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, Training Coordinator Brackenridge Elkins, Benefits Specialist Shawna Bantis, CFO Angela Hemphill and ABIP auditor, Mike Del Toro were also in attendance. Battalion Chief Jeffrey Kahanek joined the meeting at 12:55 PM.

Call to Order and Confirmation of a Quorum:

President Wagner called the meeting to order at 12:01 PM, and declared that a quorum was present.

Citizen's Comments: No citizens were present other than Mr. Del Toro who was an invited guest.

Approval of Minutes: The April regular meeting minutes were approved by the Board. President Wagner requested to allow Mike Del Toro with ABIP to give his audit report prior to any other agenda items.

Audit Committee:

Mr. Del Toro gave a presentation on the final financial audit report for FY21 and stated that the findings were in accordance with the accounting principles generally accepted in the US and that no deficiencies were noted. CFO Hemphill was applauded for doing an exceptional job.

MOTION: Commissioner Gill moved to accept the final financial audit report and authorized CFO Hemphill to submit to the County Auditor for presentation to Commissioners Court. Commissioner Magloff seconded.

ACTION: The motion passed unanimously.

Treasurers / Chief Financial Officer's Report: CFO Hemphill reported on the monthly bills and invoices from April to include property and sales tax numbers. CFO Hemphill stated that there was nothing significant to report.

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

ACTION: The motion passed unanimously.

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

Fire Chief Mikel introduced our new Training Coordinator, Brackenridge (Brad) Elkins who falls under the rank of Training Captain and reports directly to the Fire Chief. Mr. Elkins then addressed the Board and gave a Power Point overview of his past experiences and what he hopes to contribute to the Department.

Fire Chief Mikel spoke of staffing and the new six new hires which will start on June 6th. With the addition of the new hires, we are now fully staffed on each shift.

The TEEX Paramedic Program is ongoing and doing well with our internal personnel being in the top 10% of the class. In regards to CAD and Station Alerting, there are some obstacles that we are dealing with but we are on the agenda for the next Commissioner's Court Meeting being held on Thursday, May 26th where Fire Chief Mikel will give a presentation on the need for Comal County ESD No. 3 to be included in CAD implementation and the positive reasons why. He will

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of May 18, 2022

Regular Monthly Meeting

also request a "Request for Action" plan be implemented to assist in the ongoing CAD and Radio Communication revamp.

Committee Reports:

Apparatus Committee:

Nothing to report at this time.

Audit Committee:

The report for the audit committee was held at the beginning of the meeting per President Wagner's request.

Budget / Finance Committee:

Nothing to report at this time.

Building Committee:

Nothing new to report at this time.

Community Outreach:

Nothing new to report at this time.

Compensation Committee:

The Fire Chief job description was discussed and tabled until the June regular monthly meeting.

Strategic Planning Committee:

Nothing new to report at this time.

OLD BUSINESS:

UPDATE ON THE SHAPE FILE CREATION:

CFO Hemphill informed the board that works needs to be done by ESD No. 7 to clean up the boundary lines as there are approximately twenty-nine houses in question. CFO Hemphill and Chief Mikel will continue to work on this with ESD No. 7.

NEW BUSINESS

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.

CFO Hemphill spoke of the Memorandum of Understanding needed between all parties as the cost for the CAD project is quite significant. Attorney Ken Campbell is currently looking into this prior to the MOU being drafted.

ACTION: The Memorandum of Understanding was tabled until the June regular monthly meeting.

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of May 18, 2022

Regular Monthly Meeting

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR CAD SOFTWARE THROUGH MOTOROLA SOLUTIONS TOTALING \$73,115.37:

Chief Mikel explained the cost associated with the CAD software.

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

ACTION: The motion passed unanimously.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR CAD/STATION ALERTING EQUIPMENT THROUGH WESTNET TOTALING \$110,953.68:

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

ACTION: The motion passed unanimously.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR CAD/STATION ALERTING SOFTWARE THROUGH WESTNET TOTALING \$112,999.00:

Chief Mikel explained the cost associated with the CAD/station alerting software.

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

ACTION: The motion passed unanimously.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED RATIFICATION OF APPROVAL BY PRESIDNET WAGNER FOR REPAIRS ON UNIT 4889, ENGINE 53 BY SIDDONSON-MARTIN EMERGENCY GROUP TOTALING \$21,707.01:

MOTION: Commissioner Shirley-Menzel moved. Commissioner Stahlman seconded.

ACTION: The motion passed unanimously.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR WIFI EQUIPMENT (CRADLEPOINTS) FOR FIRE APPARATUS THROUGH AT&T MOBILITY TOTALING \$9,064.00:

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

ACTION: The motion passed unanimously.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR COMPUTER EQUIPMENT FOR CAD THROUGH BEST BUY BUSINESS ADVANTAGE TOTALING \$19,085.40:

MOTION: Commissioner Shirley-Menzel moved. Commissioner Stahlman seconded.

ACTION: The motion passed unanimously.

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3
MINUTES of May 18, 2022
Regular Monthly Meeting

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR PARAMEDIC PROGRAM TUITION THROUGH TEEX TOTALING \$15,300.00 (BUDGETED):

MOTION: Commissioner Magloff moved. Commissioner Stahlman seconded.

ACTION: The motion passed unanimously.

Announcements: CFO Hemphill reminded all that the next Commissioner's Court Meeting will be held on Thursday, May 26th at 8:30AM and encouraged all to attend.

Next Meeting: Wednesday, June 15th 2022 @1:00 PM Regular Monthly meeting.

Adjournment: Meeting Adjourned at 2:31 PM.