

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

**MINUTES of January 18, 2024**

**Regular Monthly Meeting**

The following Commissioners were present: **Don Wagner, Susan Shirley-Menzel, Alan Stahlman and Holly Gill**. Commissioner **Stuart Magloff** was not in attendance. Fire Chief Robert Mikel, Assistant Fire Chief Christopher Clapper, CFO Angela Hemphill and Benefits Specialist Shawna Bantis were in attendance along with Engineer Charles Richard and citizens Bob Janusaitis and Bill Daeschner.

**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.

**Confirmation of reappointment and taking Oath of Office Stuart Magloff.**

**Confirmation of reappointment and taking Oath of Office Susan Shirley-Menzel.**

**Confirmation of reappointment and taking Oath of Office Don Wagner.**

**Election of Officers for 2024:**

President: Don Wagner  
Vice President: Holly Gill  
Secretary: Susan Shirley-Menzel  
Treasurer: Stuart Magloff  
Assistant Treasurer: Alan Stahlman

**MOTION:** Commissioner Stahlman moved to approve the slate of Officers. Commissioner Gill seconded.

**ACTION:** The motion passed unanimously.

**Motion for authorization given to check signers:**

No changes made; no action taken.

**Establish time and date of monthly meetings:**

The regular monthly meetings will occur on the third Thursday of each month at 1:30PM unless otherwise changed by the Board.

**Review and reaffirmation of standard operating guidelines, i.e., line of succession, presidential motions and voting, citizen comments, etc.**

No changes made; no action taken.

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**Appointment of Commissioners to Committees:**

- \*Apparatus – Commissioner Stahlman (Chair) and Commissioner Gill
- \*Audit – President Wagner (Chair)
- \*Budget and Finance – Commissioner Magloff (Chair) and Commissioner Stahlman
- \*Building – Commissioner Stahlman (Chair) and Commissioner Shirley-Menzel
- \*Compensation – Commissioner Gill (Chair) and Commissioner Magloff
- \*Strategic Planning – Commissioner Magloff (Chair) and Commissioner Gill
- \*ESD No. 3 Representatives (2) to Canyon Lake Fire/EMS Board – Commissioner Shirley-Menzel and Commissioner Magloff

**Approval of Minutes:**

The December Regular Meeting minutes were approved by the Board.

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

**ACTION:** The motion passed unanimously.

**Citizen's Comments:**

No citizen comments.

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

Association President Charles Richard addressed the Board and gave an update on the Canyon Lake Professional Firefighters Association activities. He stated that the morale of the Firefighters is at its highest and they are very thankful of the support from the Board and from the community. He stated that the goal of the Association is to become more financially stable and business savvy. Engineer Richard stated that the Association was able to award two local High School students full EMT school scholarships and hope to continue this support to our local high school students interested in entering Emergency Medical Services.

**Treasurers / Chief Financial Officer's Report:**

CFO Hemphill reported on the monthly financial report to include the previous month and current month's cross comparison. The expenses for the month were reviewed. She stated there is nothing out of the ordinary with the numbers to report. She also discussed the amended budget numbers and Quarterly Financial Report along with the Q4 Investment Report. She reported that ESD No. 3 has received 108% of its budgeted Ad Valorem and 120% of its budgeted Sales Tax for 2023. Sales Tax was 12% lower in December of 2023 compared to December 2022, ending 2023 with less than a 1% increase year over year. CFO Hemphill reported that the collections from EmergiFire were higher this month vs. last month.

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

Fire Chief Mikel presented a slide-show for the Q4 Operational Report, detailed discussion occurred.

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In regards to the CAD status, Fire Chief Mikel reported that the radio installation by Westnet is in place but we are still waiting for Motorola to complete their component. It was reported that the programming of the radio system will take place soon.

Fire Chief Mikel reported that Tender 55 is now complete, has been delivered and is safely operating in service.

**Committee Reports:**

**Apparatus Committee:**

Fire Chief Mikel proposed declaration of 2016 Ford Expedition, VIN #1FMJK1GT6GEF45083 as surplus equipment and authorization to sell through Rene Bates.

**MOTION:** Commissioner Stahlman moved to declare the 2016 Ford Expedition, VIN #1FMJK1GT6GEF45083 as surplus equipment and authorization to sell through Rene Bates. Commissioner Shirley-Menzel seconded.

**ACTION:** The motion passed unanimously.

**Audit Committee:**

CFO Hemphill discussed the engagement letter received from ABIP to perform FY23 Financial Audit.

**MOTION:** Commissioner Shirley-Menzel moved to accept and approve the engagement letter received from ABIP to perform FY23 Financial Audit after being reviewed and signed by President Wagner. Commissioner Gill seconded.

**ACTION:** The motion passed unanimously.

**Budget and Finance Committee:**

CFO Hemphill reviewed the Proposed Investment Policy for FY24 which was presented at the December 2023 regular monthly meeting.

**MOTION:** Commissioner Stahlman moved to approve the Proposed Investment Policy for FY24. Commissioner Gill seconded.

**ACTION:** The motion passed unanimously.

**Building Committee:**

CFO Hemphill reported that a piece of land has been located for the possible relocation of Station 53 and that she is awaiting contact from the property owners for more details. Commissioner Stahlman updated the Board that a negotiation meeting will occur with Martinez Architects for the future Administration Building, on January 29<sup>TH</sup>, 2024. Site work for Station 52 has been put on hold.

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**Compensation Committee:**

Nothing new to report.

**Strategic Planning Committee:**

Nothing new to report.

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

Nothing new to report.

**OLD BUSINESS:**

Nothing to report.

**NEW BUSINESS:**

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PRESENTATION OF ANNUAL REPORT TO PRESENT TO COMMISSIONERS COURT ON JANUARY 25<sup>TH</sup>, 2024.**

CFO Hemphill presented the Annual Report to the Board, discussion followed. President Wagner requested a few changes be made to the report to which CFO Hemphill agreed.

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED MEMORANDUM OF AGREEMENT BETWEEN TEXAS A&M ENGINEERING & EXTENSION SERVICE (TEEX), COMAL COUNTY ESD NO. 3 AND COMAL COUNTY ESD NO. 2 FOR THE 2024 PARAMEDIC PROGRAM AT A COST OF \$16,650.00 (BUDGETED).**

Fire Chief Mikel discussed the memorandum of agreement for the 2024 Paramedic Program.

**MOTION:** Commissioner Shirley-Menzel moved to approve the proposed memorandum of agreement between Texas A&M Engineering & Extension Service (TEEX), Comal County ESD No. 3 and Comal County ESD No. 2 for the 2024 Paramedic Program at a cost of \$16,650.00 (budgeted). Commissioner Gill seconded.

**ACTION:** The motion passed unanimously.

**Commissioners Comments:**

No Commissioner comments.

**Announcements:**

CFO Hemphill stated that the SAFE-D Conference will be held February 22 – 24, 2024.

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

**Adjournment:** Meeting Adjourned at 3:30 PM.