

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of July 13, 2022

Regular Monthly Meeting

The following commissioners were present: **Don Wagner, Susan Shirley-Menzel, Stuart Magloff, Holly Gill and Allan Stahlman.** Fire Chief Robert Mikel, CFO Angela Hemphill, Benefits Specialist Shawna Bantis, Battalion Chief Jeffrey Kahane and Engineer Brandon Barnet were also in attendance.

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.

Citizen's Comments:

There were no citizens present.

Approval of Minutes: The June regular meeting minutes were approved by the Board.

Treasurers / Chief Financial Officer's Report:

CFO Hemphill reported on the quarterly financial report to include the previous month and current month's cross comparison. The bills and financials from June to include property and sales tax revenue were presented. CFO Hemphill stated that we are in line with where we should be in regards to property and sales tax numbers. The second quarter investment report was discussed and CFO Hemphill explained the current CD renewal rates and that we are looking into other avenues to achieve the best rates possible.

MOTION: Commissioner Stahlman moved to accept the second quarter investment report. Commissioner Gill seconded.

ACTION: The motion passed unanimously.

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

Fire Chief Mikel updated the Board on the status of the "go live" date for CAD and Station Alerting and confirmed that the go live date has been delayed a bit. The go live date for all ESD's will be sometime in September vs. August and will be done in stages. Fire Chief Mikel spoke of the significant cost of implementation and that (11) mobile units are needed to outfit all of the apparatus. He stated that we will be able to sell our old radios which will offset some of the cost. Fire Chief Mikel updated the status of our new hires and how the probationary process works, emphasizing that we want our Firefighters to be the best they can be so if the probationary period needs to be lengthened then the Battalion Chiefs have full discretion to do so. The TEEX Paramedic Program is ongoing and doing well. The students are currently in the clinicals stage and are still slated for program completion in August. The quarterly report was then presented by Fire Chief Mikel, response times and call volume were discussed and he stated that there was nothing out of the ordinary to report.

Committee Reports:

Apparatus Committee:

Nothing to report at this time.

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Audit Committee:

Nothing to report at this time.

Budget / Finance Committee:

CFO Hemphill presented an agreement between ESD No. 3 and Security State Bank to increase the payroll ACH daily limit from \$140,000 to \$165,000 to cover payroll expenses.

MOTION: Commissioner Gill moved to approve the agreement between ESD No. 3 and Security State Bank. Commissioner Magloff seconded.

ACTION: The motion passed unanimously.

Building Committee:

Commissioner Stahlman and CFO Hemphill stated that a land survey was conducted by Urban Civil at Station 52 and the quote was quite high. A second opinion/survey will be conducted soon. This is to determine how we can build a new station at that location.

Community Outreach:

CFO Hemphill stated that our Facebook page is up and running again and that herself and Fire Chief Mikel are the administrators for the page. They will start adding quite a bit of pictures, department events and updates to the page to keep the community in the loop. Commissioner Shirley-Menzel added that she would like to see a monthly newsletter be created and generated out to the community in addition to our current outreach avenues. President Wagner stated that he would like to see an Open House at Station 54 and Station 56 be planned as well.

Compensation Committee:

The Assistant Fire Chief job description and Organizational Chart were discussed

Executive Session:

Commissioner Wagner stated that the Board would enter into executive session pursuant to Section 551.074 of the Texas Government Code to discuss personnel matters. No action will be taken during this closed session. Time was 3:17PM. Meeting reconvened at 3:35PM. Commissioner Wagner stated that the district will now re-enter into open meeting; no action was taken during the closed session.

MOTION: Commissioner Gill moved to approve the Assistant Fire Chief job description and Organizational Chart. Commissioner Magloff seconded.

ACTION: The motion passed unanimously.

Strategic Planning Committee:

Commissioner Magloff spoke of the strategic planning meeting that he and CFO Hemphill had and suggested that starting a strategic planning workshop in the Spring between he, Commissioner Gill, CFO Hemphill and Fire Chief Mikel would be beneficial. The planning discussion could then be presented to the Board. Commissioner Stahlman asked that this be an open meeting so that any and all Commissioners could join.

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Canyon Lake Fire/EMS, Inc:

Nothing new to report at this time.

OLD BUSINESS:

UPDATE ON THE SHAPE FILE CREATION:

CFO Hemphill asked that this be tabled until the next monthly meeting.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PROGRAM LETTER OF AGREEMENT BETWEEN COMAL COUNTY ESD No. 2, COMAL COUNTY ESD No. 3 AND UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT SAN ANTONIO JOE R. & TERESA LOZANO LONG SCHOOL OF MEDICINE FOR THEIR GME PROGRAM STUDENTS TO PERFORM CLINICAL OBSERVATION HOURS WITH CANYON LAKE FIRE/EMS.

CFO Hemphill stated that the agreement is still being worked on between herself, Battalion Chief Clapper and Commissioner Gill in regards to the requested revisions from the Board.

MOTION: The Proposed Program Letter Agreement was tabled until the August regular monthly meeting with requested revisions from the Board.

NEW BUSINESS

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR FIRE EQUIPMENT FROM METRO FIRE TOTALING \$9,500.00 (BUDGETED).

Fire Chief Mikel explained the cost and needs associated with the equipment needed.

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

ACTION: The motion passed unanimously.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR REPAIRS FOR ENGINE 54 BY SIDDONS-MARTIN EMERGENCY GROUP TOTALING \$13,684.24.

Fire Chief Mikel explained the cost and needs associated with the equipment repair needed.

MOTION: Commissioner Magloff moved. Commissioner Stahlman seconded.

ACTION: The motion passed unanimously.

Announcements:

CFO Hemphill stated that Truth and Taxation will begin on August 1st and 2nd with ESD No. 3 and ESD No. 2 scheduled for August 1st. The budget workshop will be scheduled for August 8th from 1PM-4PM.

Next Meeting: Wednesday, August 24th 2022 @1:30 PM Regular Monthly meeting.

Adjournment: Meeting Adjourned at 3:55 PM.