

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

**MINUTES of April 18, 2024**

**Regular Monthly Meeting**

The following Commissioners were present: **Don Wagner, Susan Shirley-Menzel, Alan Stahlman, and Stuart Magloff**. Commissioner **Holly Gill** joined the meeting at 2:53 PM. Fire Chief Robert Mikel, CFO Angela Hemphill and Benefits Specialist Shawna Bantis were in attendance. Assistant Chief Christopher Clapper joined the meeting at 1:47 PM.

**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.

**Citizen's Comments:**

No citizen comments.

**Approval of Minutes:**

The March Regular Meeting minutes were tabled by the Board until the May regular monthly meeting.

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

CFO Hemphill reported on the monthly financial report which included the previous month and current month's cross comparison. The expenses for the month were reviewed along with property and sales tax collections. She discussed the budget vs. actual and stated that nothing is out of the ordinary with the numbers to report. She presented and explained the 4<sup>th</sup> Quarter Investment Report along with Capital and Debt Services Report.

**MOTION:** Commissioner Magloff moved to approve the 4<sup>th</sup> Quarter Investment Report. Commissioner Shirley-Menzel seconded.

**ACTION:** The motion passed unanimously.

**Chief's Report:**

Fire Chief Mikel reported that there was a structure fire caused by lightning in the Vintage Oaks subdivision recently. He received positive feedback from the homeowner on the job well-done by our Firefighter's. They were able to contain to the fire to the garage and the rest of the home was spared.

He updated the Board on the Safer Grant that we attempted to apply for but unfortunately due to technical difficulties we were not successful in applying prior to the deadline. We will apply for the grant again in September.

Guada Coma has officially accepted us into their All-Hazard team. Our team cost will be \$500 per year.

In regards to the CAD status, Fire Chief Mikel reported that the radio installation by Westnet is in place in all Departments including Comal County Dispatch. The neighboring agencies are all on the same page/right track after their recent meeting related to Station Alerting and the new radio system. Westnet training will begin this week with dispatch and the departments involved.

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Continued meetings with dispatch are occurring with hopes for full implementation/Go Live to occur by end of April.

He updated the Board on the recent Spring 2024 hiring process for the open Firefighter/EMT positions. With seven candidates on the list, contingent offers of employment were extended to three of the candidates. Their first day of employment is scheduled for Monday, May 6<sup>th</sup>.

He reported that the Battalion vehicle successfully sold through Rene Bates Auctioneers.

**Committee Reports:**

**Apparatus Committee:**

Nothing new to report.

**Audit Committee:**

CFO Hemphill reported the FY 2023 financial audit has begun and mid-audit meetings will occur on April 19<sup>th</sup> with ABIP and ESD No. 3 followed by APIB and ESD No. 2, respectively.

**Budget and Finance Committee:**

Commissioner Magloff stated that a date will be determined soon for Committee meetings for the Master Plan and 2025 Budget discussions.

**Building Committee:**

Commissioner Stahlman reported that the search for a piece of land for the possible relocation of Station 53 continues. He stated that a meeting will occur soon with Martinez Architects to further discuss the future administration building. Site work for Station 52 will no longer be done by a 3<sup>rd</sup> party, it will be included with our current contract with Martinez Architects. He confirmed that the contract between ESD No. 3 and Shade Pro, LLC for the sun shade installation for Station 51 is complete. There is an anticipated completion time of approximately six weeks.

**Compensation Committee:**

Fire Chief Mikel reported that a formal salary survey will be conducted after the FY2023 financial audit is complete. The goal is for a salary adjustment to occur to get us at 68% of the average wage for Firefighter/EMT's comparable to other Fire Departments in our area.

**Strategic Planning Committee:**

Commissioner Magloff reported that he presented the Master Plan to ESD No. 2 at their recent regular monthly meeting. He also stated that some slight changes will be made to the Strategic Plan which are, changing all names where they occur in the plan to "ESD No. 2 and ESD No. 3" or changed to the position of which is being represented. ESD No. 2 will also need to approve.

**MOTION:** Commissioner Magloff moved to approve the Strategic Plan. Commissioner Shirley-Menzel seconded.

**ACTION:** The motion passed unanimously.

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Canyon Lake Fire/EMS, Inc:

Fire Chief Mikel reported that twelve Comal County Water Oriented Recreation District (WORD) employees received CPR training funded by donations received by Canyon Lake Fire/EMS, Inc.

Canyon Lake Professional Firefighters Association Local 4713:

No update on Association activities.

NEW BUSINESS:

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED AGREEMENT BETWEEN COMAL COUNTY ESD NO. 2, COMAL COUNTY ESD NO. 3 AND THE COMAL COUNTY WATER ORIENTED RECREATION DISTRICT (WORD) FOR EMERGENCY SERVICES FOR THE 2024 SUMMER SEASON.**

Fire Chief Mikel discussed the proposed agreement between Comal County ESD No. 2, Comal County ESD No. 3 and the Comal County Water Oriented Recreation District (WORD) for emergency services for the 2024 summer season. A negotiated new hourly rate was approved for the 2024 season.

**MOTION:** Commissioner Shirley-Menzel moved to approve the proposed agreement between Comal County ESD No. 2, Comal County ESD No. 3 and the Comal County Water Oriented Recreation District (WORD) for the 2024 summer season. Commissioner Magloff seconded.

**ACTION:** The motion passed unanimously.

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE ANNUAL REPORT FOR 2023 INITIATED BY CHELSEA ORMOND, ESD NO. 2 COMMISSIONER.**

Discussion occurred amongst the Commissioners in regards to the Annual Report for 2023 initiated by Chelsea Ormond, ESD No. 2 Commissioner. Commissioner Shirley-Menzel will meet with Commissioner Ormond to review and update the report.

**MOTION:** The Board asked that this item be moved to the May monthly meeting agenda for review.

**ACTION:** No action taken.

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED SUBSCRIPTION AGREEMENT BETWEEN STREAMLINE, INC. AND COMAL COUNTY ESD NO. 3 FOR WEBSITE PLATFORM SOFTWARE.**

CFO Hemphill discussed the proposed subscription agreement between Streamline, Inc. and Comal County ESD No. 3 for website platform software. She spoke of the benefits and added security of this online platform for our new website/employee portal.

**MOTION:** Commissioner Gill moved to approve the proposed subscription agreement between Streamline, Inc. and Comal County ESD No. 3 for website platform software. Commissioner Shirley-Menzel seconded.

**ACTION:** The motion passed unanimously.

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Commissioners Comments:

No Commissioner comments.

Announcements:

No announcements.

Next Meeting: Thursday, May 16<sup>th</sup> at @1:30 PM Regular Monthly Meeting.

Adjournment: Meeting Adjourned at 3:00 PM.