

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

Regular Meeting Minutes

February 15, 2022

**1. CALL TO ORDER AND ESTABLISH A QUORUM:**

President Wagner called the meeting to order at 1:30 p.m. A quorum was present with Commissioners Don Wagner, Alan Stahlman, Holly Gill, Stuart Magloff, and Susan Shirley-Menzel attending. Also, in attendance were Interim Chief Robert Mikel, EMS Division Chief Christopher Clapper, and CFO Angela Hemphill.

**2. RECOGNITION OF CITIZENS PRESENT:** No comments were made.

BC Justin Lowth, BC Jeffrey Kahane, FF David Momone, Canyon Lake resident Bob Janusaitis

**COMPENSATION COMMITTEE:**

President Wagner requested the Interview Committee present the new Fire Chief nomination at this time.

**MOTION:** Commissioner Gill moved to approve Robert Mikel, II as the new Fire Chief of Canyon Lake Fire/EMS. Commissioner Shirley-Menzel seconded.

The ESD Board unanimously approved of the motion.

**3. REVIEW AND APPROVAL OF MINUTES FROM REGULAR MEETING MINUTES OF JANUARY 19, 2022.**

The minutes were approved by the Board. Special meetings and Closed Meetings for December and January will be reviewed at the March meeting.

**4. TREASURER'S REPORT:**

CFO Hemphill reported on the monthly bills and invoices from January and February, the Quarterly financial report.

She presented the Proposed FY21 4<sup>th</sup> Quarter Investment Report.

**MOTION:** Commissioner Stahlman moved to accept the proposal and Commissioner Gill seconded. The motion passed unanimously.

She also presented the Proposed 2022 Investment Policy.

It was suggested to appoint CFO Hemphill as the Investment Officer of the District.

**MOTION:** Commissioner Gill so moved and Commissioner Magloff seconded. The motion passed unanimously.

**5. PRESENTATION OF C.L. FIRE/EMS STATUS REPORTS:**

Fire Chief Mikel reported on status of grants, updates on the TEEX Paramedic Programs (from the 2021 class, 16 have completed and passed their exams, the 2022 class will begin on the following Monday, February 21<sup>st</sup>.), new hires (9 have completed orientation).

**COMMITTEE REPORTS:**

APPARTUS: Nothing to report.

AUDIT: The Annual Audit by ABIP will be conducted beginning March 14<sup>th</sup> and reports completed by May 31<sup>st</sup>.

**MOTION:** Commissioner Gill moved to approve the engagement letter and authorize Commissioner Wagner to sign the papers. Commissioner Magloff seconded. The motion passed anonymously.

BUDGET AND FINANCE: Nothing to report.

BUILDING: The Building Committee met at Station 52 to look at adjoining properties that were for sale. Chief Mikel reported on replacing the American Flags at the stations and other minor repairs.

COMMUNITY OUTREACH: Nothing to report.

COMPENSATION COMMITTEE: Chief Mikel presented a proposed pay scale restructure plan.

**Motion:** Commissioner Shirley-Menzel moved to adopt the pay scale as presented.

Commissioner Stahlman seconded. The motion passed unanimously.

STRATEGIC PLANNING: Nothing to report.

#### OLD BUSINESS

6. Update in creation of the shape file waiting for clarification for ESD 6 and 7 by Garden Ridge.

#### NEW BUSINESS

7. A request for proposed purchase order for Class A Foam totaling \$5,385.60 through Burton's Fire, Inc. This is a budgeted item.

**MOTION:** A motion for the purchase was made by Commissioner Shirley-Menzel.

It was seconded by Commissioner Stahlman. The motion passed unanimously.

8. A request for proposed purchase order for fire equipment totaling \$6,370.00 through Metro Fire. This is a budgeted item.

**MOTION:** A motion for the purchase was made by Commissioner Gill.

It was seconded by Commissioner Stahlman. The motion passed unanimously.

9. A request for proposed service agreement for Station 55 between Comal County ESD No. 3 and EOFF Septic Services costing \$375.

**MOTION:** Commissioner Gill motioned to accept the agreement contingent on receiving form 1295.

It was seconded by Commissioner Magloff. The motion passed unanimously.

10. There was discussion on district personnel working part time for Commissioners on a case by case basis.

11. Commissioners Comments: Commissioner Gill relayed to Chief Mikel and the board that a Texas A & M student wanted to assist with writing a grant.

Next Meeting: Tentatively set for March 9<sup>th</sup> or 10<sup>th</sup> at 1:30pm

Adjournment was at 3:30 p.m.