

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of January 3, 2023

Regular Monthly Meeting for December 2022

The following commissioners were present: **Don Wagner, Susan Shirley-Menzel, Stuart Magloff, and Alan Stahlman.** Fire Chief Robert Mikel, CFO Angela Hemphill and Benefits Specialist Shawna Bantis were in attendance. Citizens Bob Janusaitis and Holly Gill were in attendance as well.

Call to Order and Confirmation of a Quorum:

President Wagner called the meeting to order at 12:00 PM, and declared that a quorum was present. Commissioner Gill could not join the meeting as she was not sworn in for the term starting January 1, 2023 yet.

Citizen's Comments:

No citizen comments were made.

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

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 bills and financials from November to include property and sales tax revenue were presented and are in line with where they should be. CFO Hemphill stated that the final numbers for December are included in this report. The vendor report was also presented.

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

Fire Chief Mikel updated the Board on the status of CAD and stated that a meeting is scheduled with Comal County Dispatch on January 10 to go over current status of CAD.

Fire Chief Mikel updated the status of the next paramedic program we are hosting beginning February 22nd and stated that the candidate list is full with twenty students, including six of our internal Firefighters, two from each respective shift. The Department is also moving forward with a Captain and Lieutenant process to be conducted in January 2023 to fill the current openings. The Lieutenant position is open to receive applications from internal and external candidates.

Fire Chief Mikel updated the Board on the boundary lines and stated that they are finalized and the shape file is complete. ESD No. 3 is working with ESD No. 7 on the mutual aid and automatic dispatch components.

He also updated the Board on Tender 55 which was struck by lightning in June of 2022. The unit will be back in service as soon as the air brakes are repaired. There were no injuries to personnel. It was also stated that the Battalion truck and ½ ton GMC pickup support vehicle has been delivered which will be used in lieu of the current Dodge Charger support vehicle.

Fire Chief Mikel concluded by stating that there were two significant EMS/Fire calls during the month and the crews did a phenomenal job with both life-saving and salvage/overhaul measures.

Committee Reports:

Apparatus Committee:

Nothing new to report at this time.

Audit Committee:

CFO Hemphill stated that the Engagement Letter from ABIP CPA Advisors for the upcoming FY 22 financial audit is included for review and vote.

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MOTION: Commissioner Stahlman moved to accept the proposal to conduct ESD No. 3's FY 22 financial audit by APIP CPA Advisors. Commissioner Magloff seconded.

ACTION: The motion passed unanimously.

Budget / Finance Committee:

CFO Hemphill presented the FY 22 proposed budget amendments to the Board requesting an increase from 9.9M to 10.1M to the M&O budget. Discussion occurred.

MOTION: Commissioner Magloff moves to accept the FY 22 proposed budget amendments presented by CFO Hemphill. Commissioner Stahlman seconded.

ACTION: The motion passed unanimously.

Building Committee:

Commissioner Stahlman stated that there is nothing new to report in regards to the feasibility study for the property at Station No. 52. Commissioner Stahlman presented a proposal from Tereso de Jesus Marrufo, a contractor, to clear and remove brush along the property line.

MOTION: Commissioner Magloff moves to accept the proposal from Tereso de Jesus Marrufo to clear and remove brush along the property line with the stipulation that the final cost not exceed \$20,000. Commissioner Shirley-Menzel seconded.

ACTION: The motion passed unanimously.

Community Outreach:

Since the committee has been essentially inactive, Commissioner Shirley-Menzel requested that it be eliminated. It was decided it could be and further discussion would be decided under Strategic Planning.

Compensation Committee:

At 12:48 PM the Board entered into a Closed Session pursuant to the Texas Government Code Section 551.074 to consider and discuss the recommendations of the Compensation Committee about the Job Performance and 2023 Goals for Fire Chief Robert Mikel and for the Chief Financial Officer (CFO) Angela Hemphill. The committee members will also propose the FY2023 compensation of both. Meeting reconvened at 1:43PM. Commissioner Wagner stated that the district will now re-enter into open meeting; no action was taken during the closed session.

Following the Closed Session:

Motion: Commissioner Magloff moved for CFO Hemphill to receive \$115,000 in annual salary and \$300.00 per month for a vehicle allowance and for Fire Chief Mikel to receive \$150,000 in annual salary, beginning January 1, 2023. Commissioner Stahlman seconded.

Action: The motion passed unanimously.

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Strategic Planning Committee:

Commissioner Magloff stated that the Committee met in December to clean up the strategic goals and planning. SWAT and Mission Statements were reviewed and left as is. The next Strategic Planning Committee Meeting is scheduled for January 4 where the goal is to sign-up the strategic plan with the master plan. It was discussed that ESD No. 2 should be privy to this information as well.

Commissioner Magloff motioned to approve the Strategic Plan Document so that it can be incorporated into the Master Plan. Commissioner Shirley-Menzel seconded. The motion passed unanimously.

Canyon Lake Fire/EMS, Inc:

Commissioner Shirley-Menzel updated the Board on the status of the donations drive and that it's been very successful thus far. The Board of Canyon Lake Fire/EMS, Inc. will work on setting a meeting date to determine where the contribution funds will be allocated.

**Commissioner Stahlman excused himself for the remainder of the meeting.

NEW BUSINESS:

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED SRT EQUIPMENT TOTALING \$6840.00 THROUGH RESCUE GEAR (BUDGETED).

Fire Chief Mikel explained the cost and needs associated with the SRT equipment needed to be purchased through Rescue Gear.

MOTION: Commissioner Shirley-Menzel moved to accept the purchase SRT equipment totaling \$6840.00 through Rescue Gear. Commissioner Magloff seconded.

ACTION: The motion passed unanimously.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE PROPOSED BATTALION 51 REPLACEMENT VEHICLE UP-FITTING TOTALING \$51,680.71 THROUGH FARRWEST SPECIALTY VEHICLES (BUDGETED).

Fire Chief Mikel explained the cost and needs associated with the upfitting of the Battalion 51 replacement vehicle.

MOTION: Commissioner Shirley-Menzel moved to accept the purchase of the Battalion 51 replacement vehicle up-fitting totaling \$51,680.71 through FarrWest Specialty Vehicles (Budgeted). Commissioner Magloff seconded.

ACTION: The motion passed unanimously.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE PROPOSED RATIFICATION OF PRESIDENT WAGNER'S AUTHORIZATION TO CHIEF MIKEL FOR CONTINUED REPAIRS TO TENDER 55/UNIT 3856 TOTALING \$25,934.24 THROUGH SIDDONS MARTIN EMERGENCY GROUP (INSURANCE CLAIM).

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Fire Chief Mikel explained the cost and needs associated with the continued repairs to Tender 55/Unit 3856.

MOTION: Commissioner Shirley-Menzel moved to accept the ratification of President Wagner's authorization for repairs to Tender 55/Unit 3856 totaling \$25,934.24 through Siddons Martin Emergency Group (Insurance Claim). Commissioner Magloff seconded.

ACTION: The motion passed unanimously.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE PROPOSED TEXAS COUNTIES AND DISTRICTS RETIREMENT SYSTEM PLAN CHANGE AND AUTHORIZATION TO EXPENSE AN ADDITIONAL \$250,000 EMPLOYER CONTRIBUTION (BUDGETED).

CFP Hemphill explained the proposed the \$250,000 lump sum employer contribution to our TCDRS account to offset the negative impact in the market. Our TCDRS representative recommends we initiate the deposit after April 2023 as we are still in great standing at being 85% funded. CFO Hemphill stated we will actualize the Master Plan before making a decision on an April deposit.

MOTION: No motion was made.

ACTION: No action taken. Tabled.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON 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 2023 PARAMEDIC PROGRAM COST OF \$15,300.00 (BUDGETED).

Fire Chief Mikel explained the cost and needs associated with the TEEX Paramedic Program MOA. This is a TEEX program and we are a satellite facility for the classes, thus the need for the MOA. Fire Chief Mikel also stated that there are state funds for tuition assistance available this year through STRAC, Chief Clapper is working on the application packet for this.

MOTION: Commissioner Magloff moved to accept 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 2023 Paramedic Program cost of \$15,300.00 (Budgeted). Commissioner Shirley-Menzel seconded.

ACTION: The motion passed unanimously.

Commissioners Comments:

President Wagner stated that ESD No. 3's Commissioner's Court Presentation will be presented at Commissioner's Court on January 26. He asked the Fire Chief and CFO Hemphill to work on the presentation and have it available for ESD No. 2 and ESD No' 3's regular monthly meetings being held on January 19.

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Announcements:

CFO Hemphill stated that discussion will be made at ESD No. 3's regular monthly meeting being held on January 19 in regards to the SAFE-D Conference which is February 2-4. Confirmation of the event will be sent out on January 19.

Next Meeting: Thursday, January 19th at @1:30 PM Regular Monthly Meeting.

Adjournment: Meeting Adjourned at 2:25 PM.