

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of February 19, 2026

Regular Monthly Meeting

The following Commissioners were present: **Stuart Magloff, Don Wagner, Susan Shirley-Menzel Alan Stahlman and Holly Gill.** Fire Chief Robert Mikel, Assistant Fire Chief Christopher Clapper, CFO Angela Hemphill, Human Resources Generalist Shawna Bantis, Lieutenant Jacob Garcia, Bob Janusaitis, Todd Frisk and Ryan Rosborough were also in attendance.

Call to Order and Confirmation of a Quorum:

President Magloff called the meeting to order at 1:33 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.

Citizens' Comments:

No citizen comments.

Approval of Minutes:

The January Regular Meeting Minutes were reviewed and accepted by the Board.

Treasurers / Chief Financial Officer's Report:

CFO Hemphill reported on the monthly financial report which included the previous month and current month's comparison. The budget vs. actual was reviewed. The expenses for the month, the vendor summary and property and sales tax collections were reviewed.

CFO Hemphill presented the 4th Quarter Investment Report to the Board.

MOTION: Commissioner Wagner moved to approve the 4th Quarter Investment Report. Commissioner Shirley-Menzel seconded.

ACTION: The motion passed unanimously.

Chief's Report:

Fire Chief Mikel reported that Battalion Chief Kahanek has been deployed to the Panhandle with Strike Team 130 for assistance on an 18,000-acre active fire.

Three candidates from the recent Fall Hiring Process have moved on from Orientation Phase to Operations on each of their respective shifts.

Assistant Chief Clapper stated that a new ambulance is now in-service and is being utilized at Station No. 56.

The interviews for the Procurement and Financial Support Specialist position will be held on February 25th.

He followed up on the recent dispatch issue leading to a complete communications error between Comal County Dispatch and local First Responder Agencies to include Comal County ESD No. 3. Comal IT has reported that the issue has been resolved but will continue to be monitored.

Committee Reports:

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Apparatus Committee:

Nothing new to report.

Audit Committee:

Commissioner Wagner stated that a pre-audit meeting will occur this afternoon between the Audit Committee and ABIP CPA's and Advisors. Fiscal Year 2025 audit will begin on March 22nd with a submission date to Commissioner's Court by June 1st.

Budget and Finance Committee:

The proposed Fiscal Year 2025 budget amendments were reviewed.

MOTION: Commissioner Wagner moved to adopt the six proposed budget amendments as presented on the proposed Fiscal Year 2025 document. Commissioner Gill seconded.

ACTION: The motion passed unanimously.

Building Committee:

CFO Hemphill updated the Board on the construction progress of Station No. 52 and the Administrative/Training Building. Ryan Rosborough with Rosborough with Rosborough Project Management also addressed the Board with updates on the status of construction.

Compensation Committee:

CFO Hemphill stated that a salary survey will be conducted later this year with the findings to be presented to the Compensation Committee.

Strategic Planning Committee:

President Magloff stated that we should set up a meeting between ESD No. 2 and ESD No. 3 for the strategic plan and asked Commissioner Gill, committee chair to organize targeting March.

Canyon Lake Fire/EMS, Inc:

Commissioner Shirley-Menzel reported that the committee had met and decided to pursue a collaboration with CRRC for community support.

Canyon Lake Professional Firefighters Association Local 4713:

Nothing new to report.

OLD BUSINESS:

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED AGREEMENT BETWEEN COMAL COUNTY ESD NO. 3 AND FRONT LINE MOBILE HEALTH, LLC TO CONDUCT ANNUAL MEDICAL PHYSICALS IN ACCORDANCE WITH NFPA 1582 AT A COST OF \$890.00 PER PERSONNEL (BUDGETED). CFO Hemphill discussed the proposed agreement.

MOTION: Commissioner Gill moved to approve the agreement between Front Line Mobile Health, LLC and Comal County ESD No. 3 to conduct annual medical physicals in accordance with NFPA 1582 at a cost of \$890.00 per person (budgeted). Commissioner Stahlman seconded.

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ACTION: The motion passed unanimously.

NEW BUSINESS:

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER 26020028 FOR PERSONNEL PROTECTIVE FIRE EQUIPMENT THROUGH WITMER & ASSOCIATES TOTALING \$16,589.41 (BUDGETED).

MOTION: Commissioner Shirley-Menzel moved to approve purchase order 26020028 for personnel protective fire equipment through Witmer & Associates totaling \$16,589.41 (budgeted). Commissioner Gill seconded.

ACTION: The motion passed unanimously.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER 26020046 FOR PARAMEDIC SCHOOL TUITION FOR FOUR PERSONNEL THROUGH AXON EDUCATION, LLC TOTALING \$30,000 (BUDGETED).

MOTION: Commissioner Wagner moved to approve purchase order 26020046 for paramedic school tuition for four personnel through Axon Education, LLC totaling \$30,000 (BUDGETED). Commissioner Gill seconded.

ACTION: The motion passed unanimously.

DISCUSSION OF LEGISLATIVE/POLICY REVIEWING, COMPLIANCE AND ENFORCEMENT UPDATE RELATED TO CYBER SECURITY.

ESD No. 2 President, Bob Janusaitis reported on the upcoming legislative changes and regulations for cyber security and compliance measures. As of May 1st, our policies, and procedures in relation to compliance will be in place. An Incident Response Plan will also be in place. Todd Frisk, ESD No. 3 IT leader will be the IT leader for our cyber security.

Commissioner's Comments:

No Commissioner comments.

Announcements:

No announcements.

Next Meeting: Thursday, March 19, 2026 at 1:30 PM Regular Monthly Meeting.

Adjournment: Meeting Adjourned at 3:30 PM.