

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of March 21, 2024

Regular Monthly Meeting

The following Commissioners were present: **Don Wagner, Susan Shirley-Menzel, Alan Stahlman, and Stuart Magloff**. Commissioner **Holly Gill** was not in attendance. Fire Chief Robert Mikel, Assistant Fire Chief Christopher Clapper, CFO Angela Hemphill and Benefits Specialist Shawna Bantis were in attendance along with, Engineer Charles Richard and Lieutenant Justin Shields. Battalion Chief Jeffrey Kahanek joined the meeting at 2:08PM.

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 February Regular Meeting minutes were reviewed by the Board.

MOTION: Commissioner Magloff moved to accept the February Regular Monthly Meeting minutes. Commissioner Shirley-Menzel seconded.

ACTION: The motion passed unanimously.

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 reported that EmergiFire collections were an increase from the previous year. She also discussed that Todd Frisk IT is working on a possible new website for Canyon Lake Fire/EMS. We have obtained a quote from Streamline Platform which is a web platform specific to Districts that incorporates compliance and accessibility for its users.

Canyon Lake Professional Firefighters Association Local 4713:

President Wagner allowed Association President Charles Richard to move up the agenda and update the Board on Association activities. President Richard reported that the Association was awarded two Canyon Lake High School students with full scholarships to attend Fire/EMT school. He announced that the Associations has been asked by the Republican Women of Comal County to take over the responsibilities of planning and execution of the Annual 911 Remembrance Walk across Canyon Lake Dam.

Chief's Report:

Fire Chief Mikel reported that there is an assistance to Firefighter's grant available that we will apply for. If awarded, this grant will be used to help hire additional Firefighters.

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

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

Fire Chief Mikel updated the Board on the recent Spring 2024 hiring process for Firefighter/EMT and that a total of ten candidates passed the exams and will move on to the next step of the process which is the Panel Interviews, date to be determined.

He reported that the Department recently conducted an internal Physical Agility Test that all operational personnel completed. They will be expected to do one hour of physical fitness each day.

Committee Reports:

Apparatus Committee:

Nothing new to report.

Audit Committee:

CFO Hemphill reported the FY 2023 financial audit will occur between April 15 – 28. President Wagner and Commissioner Magloff stated that they'd like to participate in the pre-audit meeting.

Budget and Finance Committee:

Commissioner Magloff stated that the Strategic Plan is in-line with the Master Plan and moving along accordingly.

Building Committee:

Commissioner Stahlman reported that the search for a piece of land for the possible relocation of Station 53 continues. Site work for Station 52 is still currently on hold.

Compensation Committee:

Nothing new to report.

Strategic Planning Committee:

Commissioner Magloff presented the The Strategic Plan and stated that this version is a “refresh” from the previous with some areas of the Plan being updated. He suggested that for each section of the Plan that Committee members, members of ESD No. 2 and members of Canyon Lake Professional Firefighters Association be included to assist with input and planning.

The following assignments for each initiative were discussed:

Strategic Initiative #1 – Provide High Quality Fire and EMS services to the community: President Wagner

Strategic Initiative #2 – Maintain a master plan for facilities, apparatus, staffing. The Board's intent is to be fiscally responsible to our stakeholders:

Commissioner Magloff

Strategic Initiative #3 – Ensure that the Department can recruit and retain personnel and includes the following initiatives with regular updates to the Board: Commissioner Holly Gill

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Strategic Initiative #4 – Create programs that inform, engage and empower the community while fostering transparency, trust and collaboration amongst residents and stakeholders: Commissioner Shirley-Menzel. Commissioner Shirley-Menzel brought up the 2023 Annual Report that ESD No. 2 Commissioner Ormond had initiated as a digital link after getting input from Chief Mikel and CFO Hemphill. She would be forwarding it to the Commissioners for their input. She requested that Commissioner Ormond be on this initiative and a part of any Outreach Program.

Commissioner Magloff requested an April approval of the Strategic Plan so that it will be part of the Master Plan that will be initiated in June/July for the 2025 Budget.

Canyon Lake Fire/EMS, Inc:

Implementation of the Pulse Point CAD is on hold until Westnet is completed.

OLD BUSINESS:

Nothing to report.

NEW BUSINESS:

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSALS FOR SUN SHADE COVER INSTALLATION AT STATION NO. 51

Commissioner Stahlman discussed the need for and status of obtaining a sun shade cover for apparatus and department head vehicles at Station No. 51. Two proposals were discussed: Top Shade Construction totaling \$41,700.00 and Shade Pro, LLC totaling \$33,850.00. Commissioner Stahlman advised the Board that the proposal from Shade Pro is the best option.

MOTION: Commissioner Shirley-Menzel moved to approve the proposal for sun shade cover installation from Sun Pro, LLC totaling \$33,850. 00. Commissioner Magloff seconded.

ACTION: The motion passed unanimously.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED AGREEMENT BETWEEN COMAL COUNTY ESD No. 3, COMAL COUNTY ESD NO. 2 AND KONA COAST VENTURES FOR ON-SITE EMS DURING 2024 CONCERT SEASON.

CFO Hemphill reported on the modifications to the previous Kona Coast Ventures agreement and discussed the details of the current agreement for on-site EMS during 2024 concert season.

MOTION: Commissioner Magloff moved to approve the proposed agreement between Comal County ESD No. 3, ESD No. 2 and Kona Coast Ventures for on-site EMS during 2024 concert season. Commissioner Stahlman seconded.

ACTION: The motion passed unanimously.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED LIST OF SURPLUS AND SALVAGE ITEMS AND AUTHORIZE DISPOSAL THROUGH AUCTION OR DESTRUCTION DEPENDING ON DECLARED STATUS

Assistant Fire Chief Clapper reported on the list of surplus equipment and salvage items listed for either disposal through auction or destruction.

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MOTION: Commissioner Stahlman moved to approve the disposal of surplus and salvage items through auction or destruction depending on declared status. Commissioner Shirley-Menzel seconded.

ACTION: The motion passed unanimously.

At this time in the meeting, Battalion Chief Kahanek was asked to update the Board on the recent deployments to the Texas Panhandle Fire which is now the largest wildfire in Texas history. He stated that we initially deployed three of our Firefighters and our TIFMAS truck to assist in any capacity needed. Once their maximum deployment days were fulfilled, they were replaced by three of our Firefighters who assisted as needed in the town that lost their Fire Chief. All deployed Firefighters gained valuable knowledge in wildland firefighting and leadership roles that will assist them and our Department in many ways.

Commissioners Comments:

Discussion occurred amongst the Commissioners of the process on how to submit CE credits for the most recent SAFE-D conference attendance.

At 2:54 PM President Wagner stated that the Board would enter into a Closed Session pursuant to the Texas Government Code Section 551.074 to consider and discuss personnel matters. President Wagner left the meeting during the closed session, leaving Commissioner Shirley-Menzel as the presiding officer. At 3:18, Commissioner Shirley-Menzel stated that the district will now re-enter into open meeting; no action was taken during the closed session.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED AIA B101-2017 AGREEMENT BETWEEN MARTINEZ ARCHITECTS FOR DESIGN AND CONSTRUCTION ADMINISTRATION OF THE ADMINISTRATION AND LOGISTICS BUILDING TOTALING \$315,000.00

Discussion occurred in regards to the details of the proposed AIA B101-2017 agreement between Martinez Architects and ESD No. 3.

MOTION: Commissioner Stahlman moved to approve the proposed agreement between Martinez Architects and ESD No. 3 for design and construction administration of administration and logistics building totaling \$315,000.00. Commissioner Magloff seconded.

ACTION: The motion passed unanimously.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED AIA B101-2017 AGREEMENT BETWEEN MARTINEZ ARCHITECTS FOR DESIGN AND CONSTRUCTION ADMINISTRATION OF STATION 52 LOCATED AT 160 OBLATE, CANYON LAKE, TX 78133 TOTALING \$427,500.00

Discussion occurred in regards to the details of the proposed AIA B101-2017 agreement between Martinez Architects and ESD No. 3 for Station 52.

MOTION: Commissioner Stahlman moved to approve the proposed agreement between Martinez Architects and ESD No. 3 for design and construction administration of Station 52 located at 160 Oblate, Canyon Lake, TX 78133 totaling \$427,500.00. Commissioner Magloff seconded.

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ACTION: The motion passed unanimously.

Announcements:

No announcements.

Next Meeting: Thursday, April 18th at @1:30 PM Regular Monthly Meeting.

Adjournment: Meeting Adjourned at 3:26 PM.