

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of October 14, 2025

Regular Monthly Meeting

The following Commissioners were present: **Stuart Magloff, Don Wagner, Susan Shirley-Menzel and Alan Stahlman**. Commissioner Holly Gill was not present for this meeting. Fire Chief Robert Mikel, CFO Angela Hemphill, Human Resources Generalist Shawna Bantis and Lieutenant Jacob Garcia were also in attendance. Assistant Fire Chief Christopher Clapper joined the meeting at 5:30 pm.

Call to Order and Confirmation of a Quorum:

President Magloff called the meeting to order at 5:00 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.

President Magloff called a recess at 5:01 pm and the meeting resumed at 5:27 pm

Citizens' Comments:

No citizen comments.

Approval of Minutes:

The September Regular Meeting Minutes and the September Special Meeting Minutes were reviewed by the Board.

MOTION: Commissioner Shirley-Menzel moved to accept the September Regular Monthly Meeting Minutes. Commissioner Wagner seconded.

ACTION: The motion passed with four Commissioner votes; Commissioner Gill was not in attendance for this meeting to vote.

MOTION: Commissioner Shirley-Menzel moved to accept the September Special Meeting Minutes. Commissioner Wagner seconded.

ACTION: The motion passed with three Commissioner votes; Commissioner Stahlman abstained from voting as he was not in attendance at the Special Meeting. Commissioner Gill was not in attendance for this meeting to vote.

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 were reviewed as well as review of the vendor summary. Property and sales tax collections were explained, and she relayed that there is nothing out of the ordinary with the collections to report. She also stated that there is nothing to report on the status of current purchase order system and outstanding purchase orders at this time but that she, along with Chief Mikel are continuing to work with the Battalion Chiefs to manage outstanding purchase orders and implement an improved past due purchase order system. President Magloff and Commissioner Wagner requested that this be a continued agenda item and that a progress report be given to the board each month.

CFO Hemphill reviewed the Q3 investment report with the board.

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MOTION: Commissioner Wagner moved to accept the Q3 investment report. Commissioner Shirley-Menzel seconded.

ACTION: The motion passed with four Commissioner votes; Commissioner Gill was not in attendance for this meeting to vote.

Chief's Report

Fire Chief Mikel presented the Q3 operational report to the board. Response time averages, call volume year to date and for Q3 along with ESD No. 6 Interlocal Agreement responses were reviewed. He stated that there is nothing significant to report, and the Interlocal Agreement responses are similar to the number of responses last year.

Fire Chief Mikel stated that one open Firefighter position has been filled with orientation to begin on October 27th. He also relayed to the board that we currently have one Battalion Chief on a Medical Incident Support Team (MIST) deployment to Kerrville to aid in the July 4th recovery efforts.

Committee Reports:

Apparatus Committee:

Fire Chief Mikel reported that two new Pierce Fire Engines will be delivered tomorrow, October 15th. The two new Engines will replace Station No. 53 and Station No. 54's current Engines. The declaration of surplus and sale through Rene Bates Auctioneers will be an agenda item at a future regular monthly meeting.

Audit Committee:

Nothing new to report.

Budget and Finance Committee:

Nothing new to report.

Building Committee:

CFO Hemphill reported on the status of the construction of Station No. 52 and the Administration/Training Building. The next step of the process is to complete the signed construction agreements between ESD No. 3 and both The Koehler Company and Frontera Construction. Once the agreements are signed the "Notice to Proceed" will occur. A pre-construction meeting will be scheduled for the end of October and construction will begin the first week of November.

Compensation Committee:

Nothing new to report. Commissioner Wagner asked that Fire Chief Mikel and CFO Hemphill work on their respective self-evaluations and that a meeting be scheduled in November for review.

Strategic Planning Committee:

ESD No. 2 has approved the proposed FY26 strategic plan, however, Fire Chief Mikel stated that ESD No. 2 would like more involvement in the strategic planning in 2026.

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Canyon Lake Fire/EMS, Inc:

Nothing new to report. A future meeting date will be determined.

Canyon Lake Professional Firefighters Association Local 4713:

Nothing new to report.

OLD BUSINESS:

No old business to report.

NEW BUSINESS:

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION TO RATIFY EMERGENCY PURCHASE AUTHORIZATION GRANTED BY PRESIDENT MAGLOFF ON SEPTEMBER 25, 2025, FOR THE AMOUNT OF \$24,003.68 TO SIDDONS-MARTIN EMERGENCY GROUP FOR REPAIRS TO ENGINE 54.

Fire Chief Mikel discussed the ratification to the purchase order to Siddons-Martin. Additional repair items were found after the original purchase order was created. The repairs have been completed and the truck is back in service.

MOTION: Commissioner Stahlman moved to approve the ratification of emergency purchase authorization granted by President Magloff on September 25, 2025, for the amount of \$24,003.68 to Siddons-Martin Emergency Group for repairs to Engine 54. Commissioner Wagner seconded.

ACTION: The motion passed with four Commissioner votes; Commissioner Gill was not in attendance for this meeting to vote.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED SERVICE AGREEMENT BETWEEN COMAL COUNTY ESD NO. 3 AND THE TEXAS WATER COMPANY FOR WATER SERVICE AT FIRE STATION NO. 52, 160 OBLATE, CANYON LAKE (1295 FILED).

CFO Hemphill discussed the service agreement between Comal County ESD No. 3 and The Texas Water Company and the associated fees for water service at Fire Station No. 52.

MOTION: Commissioner Wagner moved to approve the service agreement between Comal County ESD No. 3 and the Texas Water Company and the associated fees for water service at Fire Station No. 52 contingent on approval of the Texas Water Company costs by the Budget and Finance Committee and Rosborough Project Management after looking into renegotiation. Commissioner Stahlman seconded.

ACTION: The motion passed with four Commissioner votes; Commissioner Gill was not in attendance for this meeting to vote.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED SERVICE AGREEMENT BETWEEN COMAL COUNTY ESD NO. 3 AND THE TEXAS WATER COMPANY FOR WATER SERVICE AT ADMINISTRATION AND TRAINING FACILITY, 564 DOVE STREET, CANYON LAKE (1295 FILED).

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CFO Hemphill discussed the service agreement between Comal County ESD No. 3 and The Texas Water Company and the associated fees for water service at the Administration and Training Facility.

MOTION: Commissioner Wagner moved to approve the service agreement between Comal County ESD No. 3 and the Administration and Training Facility and the Texas Water Company and the associated fees for water service at Fire Station No. 52 contingent on approval of the Texas Water Company costs by the Budget and Finance Committee and Rosborough Project Management after looking into renegotiation. Commissioner Stahlman seconded.

ACTION: The motion passed with four Commissioner votes; Commissioner Gill was not in attendance for this meeting to vote.

Commissioner's Comments:

No Commissioner comments.

Announcements:

No announcements.

Next Meeting: Friday, November 21, 2025 at 12:00 PM Regular Monthly Meeting.

Adjournment: Meeting Adjourned at 7:00 PM.