

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of November 21, 2025

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, Lieutenant Richard and citizen Allen Barrie were also in attendance.

Call to Order and Confirmation of a Quorum:

President Magloff called the meeting to order at 12:00 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.

Citizens' Comments:

Citizen Allen Barrie expressed his gratitude to the crews for their participation in the community for National Night out. His neighborhood is one of many that the crews visited.

Approval of Minutes:

The October Regular Meeting Minutes were reviewed by the Board.

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

ACTION: The motion passed with four Commissioner votes; Commissioner Gill abstained since she was not in attendance for the October meeting to vote.

Chief's Report

Fire Chief Mikel stated that the Canyon Lake Professional Firefighters Association brought a need to his attention regarding a Firefighter that recently sustained an off-duty injury preventing him from returning to work for an extended period and has since exhausted his sick leave. Fire Chief Mikel asked the Board to approve the transfer of sick hours from personnel that have offered to donate a portion of their banked hours to the Firefighter. Commissioner Gill requested a policy be written and enforced regarding the donation of banked hours for future situations such as this.

MOTION: Commissioner Wagner moved to approve the transfer of banked sick hours donated by several Firefighters under the condition that the injured Firefighter exhaust all vacation hours prior to receiving the transfer. Commissioner Shirley-Menzel seconded.

ACTION: The motion passed unanimously.

Fire Chief Mikel stated that the department is currently accepting applications to fill one Firefighter position and create a hiring list for future openings. The physical and written testing will occur on December 13th at Canyon Lake High School.

Fire Chief Mikel discussed the status of the current apparatus repairs. He stated it may be beneficial to hire an emergency vehicle technician for in-house apparatus repairs or utilize that of a neighboring ESD such as Bulverde Spring Branch or New Braunfels Fire Department which already have a mechanic on staff. This would be in lieu of using costly service centers. He will research this further to see if this is something the department will pursue.

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President Magloff called a recess at 12:28 PM and the meeting resumed at 12:43 PM

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 discussed 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 she, along with Chief Mikel, continue to work with the Battalion Chiefs to manage outstanding purchase orders and implement an improved past due purchase order system. Any 2025 outstanding purchase orders will be resolved by December 31st.

Committee Reports:

Apparatus Committee:

Fire Chief Mikel reported that there are two Engines (Engine 3383 and 48899) that the department would like to declare surplus and sell through Rene Bates Auctioneers. However, Engine 4889 will remain in reserve for the time being.

MOTION: Commissioner Gill moved to approve the declaration of surplus and sale of Engine 3383 through Rene Bates Auctioneers. Commissioner Wagner seconded.

ACTION: The motion passed unanimously.

Audit Committee:

CFO Hemphill stated that a proposal for FY25 audit from ABIP CPA's & Advisors is expected mid-December. Additional information will be relayed at the December Regular Monthly Meeting.

Budget and Finance Committee:

Commissioner Wagner reported that the Budget and Finance Committee and the Compensation Committee have recommended a \$250,000 additional contribution to the department's retirement system, Texas Counties and Districts Retirement System (TCDRS) (budgeted) and a 2.5:1 retirement match increase from the current 2.25:1. Commissioner Wagner noted that the 2.5:1 match is the maximum match allowed under our retirement plan.

MOTION: Commissioner Wagner moved to approve a \$250,000 additional contribution to Texas Counties and Districts Retirement System (TCDRS) (budgeted). Commissioner Gill seconded.

ACTION: The motion passed unanimously.

MOTION: Commissioner Wagner moved to approve a 2.5:1 retirement match increase from the current 2.25:1. Commissioner Shirley-Menzel seconded.

ACTION: The motion passed unanimously.

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Building Committee:

Commissioner Stahlman reported on the status of the construction of Station No. 52 and the Administration/Training Building. A pre-construction meeting was held at the end of October and construction began for the Administrative/Training Building the first week of November. An asbestos survey must be completed prior to the start of construction for Station No. 52. Commissioner Stahlman is also working through septic design issues for Station No. 52 with more to follow on that issue.

Compensation Committee:

A meeting will occur directly after the conclusion of this meeting regarding the progress of Fire Chief Mikel and CFO Hemphill's respective self-evaluations.

Strategic Planning Committee:

President Magloff and ESD No. 2 president, Bob Janusaitis will schedule a meeting to discuss ESD No. 2's request to have more involvement in the 2026 Strategic Plan.

Canyon Lake Professional Firefighters Association Local 4713:

Lieutenant Richard, President of Canyon Lake Professional Firefighters Association updated the Board on current Association events to include a current Christmas toy drive, a postponed golf tournament with new date to be determined and a possible increase of Association member dues.

OLD BUSINESS:

No old business to report.

NEW BUSINESS:

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION TO PROPOSED CLINICAL AGREEMENT BETWEEN CCESD NO. 2, CCESD NO. 3 AND TEXAS FIRE ACADEMY ALLOWING STUDENTS TO PERFORM CLINICAL HOURS WITH CANYON LAKE FIRE/EMS.

Fire Chief Mikel discussed the proposed agreement and the benefits of allowing students from Texas Fire Academy to perform clinical hours with Canyon Lake Fire/EMS as it is a great recruiting opportunity for the department.

MOTION: Commissioner Gill moved to approve the proposed clinical agreement between CCESD No. 2, CCESD No. 3 and Texas Fire Academy to allow students to perform clinical hours with Canyon Lake Fire/EMS. Commissioner Shirley-Menzel seconded.

ACTION: The motion passed unanimously.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED SICK BANK BUYBACK PROGRAM TO START FY26.

Fire Chief Mikel discussed the proposed sick bank buyback program and policy (budgeted). The program was previously presented to the Compensation Committee for review and the Committee is in favor of the new policy. He also discussed how the department's newly implemented scheduling system, First Due, will streamline the implementation and monitoring of sick hours and buyback amounts.

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MOTION: Commissioner Gill moved to approve the proposed sick bank buyback program starting FY26. Commissioner Wagner seconded.

ACTION: The motion passed unanimously.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED ADDITION TO THE ADMINISTRATIVE STAFF OF A PROCUREMENT SPECIALIST.

CFO Hemphill discussed the need for the addition of a Procurement Specialist to the administrative staff. She relayed that the Compensation Committee is in favor of the new position. The proposed job description was reviewed. Changes/suggestions were requested prior to taking action on this agenda item.

MOTION: No motion was made.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER 25110013 FOR REPAIRS ON ENGINE 1292 THROUGH SIDDONS MARTIN EMERGENCY GROUP NOT TO EXCEED \$18,000.00.

Fire Chief Mikel discussed the needed repairs to Engine 1292 and the cost associated with the repairs.

MOTION: Commissioner Wagner moved to approve the proposed purchase order 25110013 for repairs on Engine 1292 through Siddons Martin Emergency Group, not to exceed \$18,000.00. Commissioner Stahlman seconded.

ACTION: The motion passed unanimously.

Commissioner's Comments:

No Commissioner comments.

Announcements:

CFO Hemphill announced that the Canyon Lake Fire/EMS Christmas party will be held on December 5th, SAFE-D Conference is scheduled for January 29th-31st and the ground-breaking for Station No. 52 and the Administration/Training Building will be held on December 1st.

Next Meeting: Thursday, December 18, 2025 at 1:30 PM Regular Monthly Meeting.

Adjournment: Meeting Adjourned at 2:27 PM.