COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3
MINUTES of May 21, 2026
Regular Monthly Meeting

The following Commissioners were present: **Stuart Magloff, Don Wagner and Susan Shirley-Menzel. Commissioner Alan Stahlman arrived at 1:35 PM.** Commissioner Holly Gill was not in attendance for this meeting. Fire Chief Robert Mikel, Assistant Fire Chief Christopher Clapper, CFO/CFA Angela Hemphill, Human Resources Generalist Shawna Bantis, Lieutenant Charles Richard and Bob Janusaitis. ABIP external financial auditors were also in attendance during the Audit Committee meeting portion only to present the 2025 financial audit results

Call to Order and Confirmation of a Quorum:
President Magloff called the meeting to order at 1:31 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 April Regular Meeting Minutes were reviewed and accepted by the Board.

*The Audit Committee Report Occurred at this time**

Audit Committee:
ABIP auditors, Mike Del Toro and Nick Guitierrez gave a presentation on the Fiscal Year 2025 financial audit. It was reported that the audit was unmodified. No material weaknesses nor significant deficiencies in internal controls were found. The final report will be submitted to Comal County on time by June 1st. They complimented CFO/CFA Hemphill for providing a clean audit.

The Board thanked CFO/CFA Hemphill for a job well done.

MOTION: Commissioner Wagner moved to approve the Fiscal Year 2025 financial audit report as presented and authorization to submit the report to Commissioner's Court. Commissioner Shirley-Menzel seconded.

ACTION: The motion passed unanimously.

Treasurers / Chief Financial Officer's Report:
CFO/CFA 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. In the future, the Purchase Order System report will be quarterly.

Chief's Report:
Fire Chief Mikel reported that Ladder Truck 51 is currently out of service for a brake repair.

He reported that recent search and rescue training occurred on Canyon Lake by Texas Task Force One. Some of our personnel were invited to attend and assisted in the training evolutions.

Chief Mikel attended Commissioner's Court on May 21st and was happy to report that the Department received accolades for recent CPR and other various EMS trainings that were conducted by Training Coordinator, Brad Elkins and select personnel.
He reported that Quartermaster, Ryan Bland will be resigning on June 12th, 2026. Lieutenant, Casey Mainz will fulfill this position beginning May 26th, 2026, and we will conduct promotions exams to fill the open Lieutenant and Engineer spots. A contingent offer of employment will be made to fill one open Firefighter position.

Committee Reports:

Apparatus Committee:
Fire Chief Mikel stated that a new Tanker purchase will be discussed further under New Business of this meeting.

Budget and Finance Committee:
CFO/CFA Hemphill stated that she is working on securing the date for the Budget Workshop for ESD No. 2 and ESD No. 3.

Building Committee:
Commissioner Stahlman updated the Board on the construction progress of Station No. 52 and the Administrative/Training Building. Site work continues at Station No. 52. Although there have been some rain delays, both buildings are progressing on schedule.

Compensation Committee:
A salary survey will be conducted, and the findings will be reviewed at the Budget Workshop which is slated for late June/early July. Following a review with the compensation committee, preliminary findings will be presented to the Board at an upcoming Board meeting.

Strategic Planning Committee:
President Magloff reported on the development of a strategic document is progressing but requires further summarization. He asked Chief Mikel to propose such summary so the Strategic Planning Committee can further review in June.

Canyon Lake Fire/EMS, Inc:
CFO/CFA Hemphill reported that a fundraiser recently occurred at the Community Resource and Recreation Center (CRRC). The ongoing goal is to determine what the community needs are in which CLF/EMS, Inc. can then donate funds for those needs.

Canyon Lake Professional Firefighters Association Local 4713:
Canyon Lake Professional Firefighters Association President, Charles Richard updated the Board on both recent and upcoming association activities. Activities include assisting the Muscular Dystrophy Association with a "Fill the Boot" event and a CLPFFA Crawfish Boil. He reported that the association will continue to gift scholarships to local high school students. He reported that CLPFFA has officially become a 501 c3 and will be able to make donations to those affected by structure fires to assist them with housing.

OLD BUSINESS:
No old business.

NEW BUSINESS:

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED UTILITY EASEMENT AGREEMENT BETWEEN TEXAS WATER COMPANY AND COMAL COUNTY ESD NO. 3 FOR 10X10 WATER EASEMENT ON THE ADMINISTRATION/TRAINING BUILDING PROPERTY FOR AFTER CONSTRUCTION OF THE NEW FACILITY.

MOTION: Commissioner Stahlman moved to approve the proposed utility easement agreement between Texas Water Company and Comal County ESD No. 3 for 10x10 water easement on Administration/Training Building property for after construction of the new facility. Commissioner Wagner seconded.

ACTION: The motion passed unanimously.

RATIFICATION OF PRESIDENT MAGLOFF EMERGENCY APPROVAL OF PROPOSED PURCHASE ORDER FOR ANNUAL MEDICAL PHYSICALS TOTALING $77,430.00 THROUGH FRONT LINE MOBILE HEALTH (BUDGETED).

MOTION: Commissioner Shirley-Menzel moved to approve the ratification of President Magloff emergency approval of proposed purchase order for annual medical physicals totaling $77,430.00 through Front Line Mobile Health. Commissioner Wagner seconded.

ACTION: The motion passed unanimously.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR ONE (1) FOUTS BROS. 2,000 GALLON TANKER, HALE 1250 GPM PUMP, ON A SINGLE CAB KENWORTH T-480 CHASSIS THROUGH METRO FIRE APPARATUS SPECIALISTS TOTALING $510,283.00 (BUDGETED MP-2027).

MOTION: Commissioner Stahlman moved to approve the proposed purchase order for one (1) Fouts Bros. 2,000-gallon tanker, Hale 1250 GMP Pump, on a single cab Kenworth T-480 chassis through Metro Fire Apparatus Specialists totaling $510,283.00 (Budgeted MP-2027). Commissioner Shirley-Menzel seconded.

ACTION: The motion passed unanimously.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR REPAIRS TO ENGINE 4899 (ENGINE 53 RESERVE) THROUGH SIDDONS MARTIN EMERGENCY GROUP TOTALING $25,196.37.

MOTION: Commissioner Stahlman moved to approve the proposed purchase order for repairs to Engine 4899 (Engine 53 Reserve) through Siddons Martin Emergency Group totaling $25,196.37. Commissioner Shirley-Menzel seconded.

ACTION: The motion passed unanimously.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED REVISION TO POLICY 704-IT, CYBERSECURITY AND AI GOVERNANCE.
Bob Janusaitis reported on Cybersecurity and AI Governance issues and how Policy 704-IT will address this.

MOTION: Commissioner Shirley-Menzel moved to approve the proposed revision to Policy 704-IT, Cybersecurity and AI Governance. Commissioner Stahlman seconded.

The creation of an oversight committee will be discussed further at the July Regular Monthly Meeting.

ACTION: The motion passed unanimously.

Commissioner's Comments:
No Commissioner comments.

Announcements:
No announcements.

Next Meeting: Thursday, June 18, 2026, at 1:30 PM Regular Monthly Meeting.

Adjournment: Meeting Adjourned at 3:23 PM.