

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of December 18, 2025

Regular Monthly Meeting

The following Commissioners were present: **Stuart Magloff, Don Wagner, Susan Shirley-Menzel and Alan Stahlman. Commissioner Holly Gill** attended the meeting via Zoom. Fire Chief Robert Mikel, Assistant Fire Chief Christopher Clapper, CFO Angela Hemphill, Human Resources Generalist Shawna Bantis, Lieutenant Charles Richard and citizens Allen Barrie and Bob Farmer were also in attendance. Commissioner Stahlman left the meeting at 3:27 PM, Commissioner Holly Gill left the meeting at 3:40 PM and Assistant Fire Chief Clapper left the meeting at 3:41 PM.

Call to Order and Confirmation of a Quorum:

President Magloff called the meeting to order at 1:37 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 Board for being great stewards of taxpayer dollars.

Approval of Minutes:

The November Regular Meeting Minutes were reviewed by the Board.

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

ACTION: The motion passed unanimously.

The November Special Meeting Minutes regarding Station No. 52 were reviewed by the Board.

MOTION: Commissioner Stahlman moved to accept the November Special Meeting Minutes regarding Station No. 52. Commissioner Shirley-Menzel seconded.

ACTION: The motion passed with four Commissioner votes; Commissioner Wagner abstained since he was not in attendance for the Special Meeting to vote.

The November Special Meeting Minutes regarding the Administration/Training Building were reviewed by the Board.

MOTION: Commissioner Shirley-Menzel moved to accept the November Special Meeting Minutes regarding the Administration/Training Building. Commissioner Stahlman seconded.

ACTION: The motion passed with four Commissioner votes; Commissioner Wagner abstained since he was not in attendance for the Special 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

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3
MINUTES of December 18, 2025
Regular Monthly Meeting

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.

Budget amendments for 2025 were mentioned and will be done prior to the 2026 Budget.

Chief's Report

Fire Chief Mikel reported that there were twenty candidates who tested at the recent Fall Hiring Process and of those, nine candidates successfully passed and will be invited to a panel interview. The panel interviews are scheduled for December 30th, 2025. There are currently two open positions that will be filled at the conclusion of the Fall Hiring Process.

Committee Reports:

Apparatus Committee:

Nothing new to report.

Audit Committee:

Commissioner Wagner reported on the FY25 audit engagement letter from ABIP CPA's & Advisors. He stated that this is a standard-language report.

MOTION: Commissioner Wagner moved to accept the FY25 engagement letter from ABIP CPA's & Advisors and for President Magloff to sign it. Commissioner Stahlman seconded.

ACTION: The motion passed unanimously.

Budget and Finance Committee:

CFO Hemphill discussed money market CD's and the possible upcoming changes in CD rates. The rates are 3.25% at Security State Bank and 3.93% at TexPool. She does not recommend moving any funds at this time. The Committee agreed with this conclusion and recommended no action to the Board.

Building Committee:

Bob Farmer with Rosborough Project Management updated the Board on the construction of Station No. 52 and the Administrative/Training Building. He stated that the asbestos survey has been completed and after a ten-day waiting period for the final results, no findings of asbestos were present. A temporary canopy is in place for the engine since construction for Station No. 52 is now underway. Construction of The Administrative/Training Building is ongoing and on track.

Strategic Planning Committee:

President Magloff reported that the FY26 Strategic Plan is complete and was approved by both Boards at their October meetings.

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3
MINUTES of December 18, 2025
Regular Monthly Meeting

Canyon Lake Professional Firefighters Association Local 4713:

Lieutenant Richard, President of Canyon Lake Professional Firefighters Association updated the Board on current Association events. He stated that he is pleased to have been elected President of the Association for another two-year term. The recent toy drive that was held allowed for four local elementary schools to receive toys to give to their students. He spoke about Line of Duty Death Benefits and shared that specific occupational cancers are now included in covered benefits through the International Association of Firefighters.

At 2:17 PM President Magloff stated that the Board would enter into a Closed Session pursuant to the Texas Government Code Section 551.074, to consider and discuss the 2025 job performance of the Fire Chief, Robert Mikel and the Chief Financial Officer, Angela Hemphill.

The Closed Session ended at 3:15 PM.

The open meeting reconvened at 3:17 PM. President Magloff stated that the district will now re-enter into open meeting; no action was taken during the closed session.

Compensation Committee:

Commissioner Wagner of the Compensation Committee discussed the compensation of Fire Chief Mikel and CFO Hemphill for 2026. CFO Hemphill will receive an annual salary of \$135,000 and Fire Chief Mikel will receive an annual salary of \$200,000.

MOTION: Commissioner Wagner moved to approve the proposed 2026 annual salary of \$135,000 for CFO Hemphill. Commissioner Shirley-Menzel seconded.

ACTION: The motion passed unanimously.

MOTION: Commissioner Wagner moved to approve the proposed 2026 annual salary of \$200,000 for Fire Chief Mikel. Commissioner Gill seconded.

ACTION: The motion passed unanimously.

OLD BUSINESS:

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

CFO Hemphill discussed the proposed revised job description for a Procurement Specialist. Discussion occurred and a few, minor edits were requested by Commissioner Stahlman.

MOTION: Commissioner Wagner moved to approve the proposed job description for a Procurement Specialist with the edits requested by Commissioner Stahlman. Commissioner Stahlman seconded.

ACTION: The motion passed unanimously.

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of December 18, 2025

Regular Monthly Meeting

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON POLICY FOR TRANSFERRING OF SICK DAYS.

Fire Chief Mikel discussed the topic of the transferring of sick hours and the pros and cons of doing so. The District provides short- and long-term disability policies for each employee, along with optional additional disability plans. After discussion, it was determined that the transfer of sick hours is not necessary and should no longer be allowed. The Board agreed, therefore, no policy is needed.

MOTION: No motion was made.

ACTION: No action was taken.

NEW BUSINESS:

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION TO SELL OR SURPLUS THE FOLLOWING ITEMS: TWO WHELEN LIGHT BARS.

Fire Chief Mikel discussed the need to surplus two Whelen light bars as they are no longer needed/in use.

MOTION: Commissioner Shirley-Menzel moved to approve the surplus of two Whelen light bars. Commissioner Wagner seconded.

ACTION: The motion passed with three Commissioner votes. Commissioners Stahlman and Gill were not in attendance to vote.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION TO SELL OR SURPLUS THE FOLLOWING ITEMS: ONE BLOOD PRESSURE GAUGE WITH STAND.

Fire Chief Mikel discussed the need to surplus one blood pressure gauge with stand as it is no longer usable.

MOTION: Commissioner Shirley-Menzel moved to approve the surplus of one blood pressure gauge with stand. Commissioner Wagner seconded.

ACTION: The motion passed with three Commissioner votes. Commissioners Stahlman and Gill were not in attendance to vote.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR 87 SETS OF TEX GEN DELUXE EXTRICATION GEAR THROUGH METRO FIRE TOTALING \$100,895.00 (BUDGETED).

Fire Chief Mikel discussed the need for the proposed purchase order for 87 sets of new extrication gear which is budgeted.

MOTION: Commissioner Wagner moved to approve the proposed purchase order for 87 sets of Tex Gen Deluxe Extrication Gear through Metro Fire totaling \$100,895.00 (budgeted). Commissioner Shirley-Menzel seconded.

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3
MINUTES of December 18, 2025
Regular Monthly Meeting

ACTION: The motion passed with three Commissioner votes. Commissioners Stahlman and Gill were not in attendance to vote.

RATIFICATION OF PRESIDENT MAGLOFF'S EMERGENCY APPROVAL OF THE ENGINE SHELTER AT STATION NO. 52 THROUGH M2 CONSTRUCTION, LLC, TOTALING \$15,700.00.

Fire Chief Mikel discussed the need for ratification of President Magloff's emergency approval for a shelter for the engine located at Station No. 52 and the cost associated with it.

MOTION: Commissioner Shirley-Menzel moved to approve the ratification of President Magloff's emergency approval of the engine shelter located at Station No. 52 through M2 Construction, LLC, totaling \$15,700.00. Commissioner Wagner seconded.

ACTION: The motion passed with three Commissioner votes. Commissioners Stahlman and Gill were not in attendance to vote.

DISCUSS PREPARATION OF PRESENTATION FOR JANUARY COMMISSIONER'S COURT.

CFO Hemphill stated that Commissioner's court will be held on January 29th, 2026 and the annual report will be presented. She will work with ESD No. 2 Commissioner Chelsea Ormond to update the presentation. Items included in the report will be the construction of Station No. 52 and the Administrative/Training Building, two new engine purchases and new heart monitors on the medic units.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION FOR SCHEDULING THE 2026 CALENDAR MEETING DATES.

CFO Hemphill stated that future regular monthly meetings will be held on the third Thursday of each month at 1:30 PM.

Commissioner's Comments:

No Commissioner comments.

Announcements:

CFO Hemphill announced the SAFE-D Conference is scheduled for January 29th-31st in San Antonio. Hotel accommodations have been made.

Next Meeting: Thursday, January 15th, 2025 at 1:30 PM Regular Monthly Meeting.

Adjournment: Meeting Adjourned at 3:55 PM.