

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3
MINUTES of November 16, 2022
Regular Monthly Meeting

The following commissioners were present: **Don Wagner, Susan Shirley-Menzel, Stuart Magloff, and Alan Stahlman. Commissioner Holly Gill was not in attendance for this meeting.** Fire Chief Robert Mikel, CFO Angela Hemphill and Benefits Specialist Shawna Bantis were in attendance. Citizen Bob Janusaitis was also in attendance.

Call to Order and Confirmation of a Quorum:

President Wagner called the meeting to order at 10:00 AM, and declared that a quorum was present.

Citizen's Comments:

Bob Janusaitis stated that he heard great feedback from several attendees of our most recent CPR course taught by Captain Elkins. Also, many of his neighbors wanted to express their gratitude towards our Firefighters for a job well done on tackling a fire in their neighborhood.

Approval of Minutes: The October regular meeting minutes were approved by the Board.

Treasurers / Chief Financial Officer's Report:

CFO Hemphill reported on the monthly financial report to include the previous month and current month's cross comparison. The bills and financials from October to include property and sales tax revenue were presented and are in line with where they should be. CFO Hemphill stated that the CD's were moved to TexPool on October 24th are doing much better in regards to interest revenue than they were before moving to TexPool.

CFO Hemphill stated that after CAD is in place, the Microsoft email exchange will take place.

Presentation of C.L. FIRE / EMS Status Reports:

Fire Chief Mikel updated the Board on the status of CAD and although it had been working very well, we did encounter a slight hiccup that is currently being addressed. Overall, it's been a great improvement from what it used to be. The radio system portion of the alerting is moving forward and on track for implementation in the 1st Quarter of 2023.

Fire Chief Mikel stated that five out of the six of the CLF/EMS attendees of the TEEX 2022 Paramedic Program had completed their National Registration exam. The TEEX 2023 Paramedic course is full and currently has a waiting list. The course includes six of our internal Firefighters. The Department is also moving forward with a Captain and Lieutenant process to be conducted in January 2023 to fill the current openings. He stated that the discussions related to boundary lines between Districts still continue with ESD No. 7.

Fire Chief Mikel updated the Board on the new medic unit that is currently in production. He also stated that we received the Medic unit that was slated to be delivered in February of 2022 this month.

Committee Reports:

Apparatus Committee:

Apparatus Committee updates will be discussed under New Business.

Audit Committee:

Nothing new to report at this time, however, CFO Hemphill stated that she has requested a fee proposal from ABIP CPA Advisors for the upcoming financial audit.

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Budget / Finance Committee:

CFO Hemphill asked that the status of the FY 2022 proposed budget amendments be tabled until the next regular monthly meeting. CFO Hemphill stated that Commissioner Stahlman and herself had a meeting to discuss our current payroll process as it may be time to move to a different payroll processing entity to meet our needs. Commissioner Stahlman asked that President Wagner also meet with CFO Hemphill for the overview so that he can give his recommendation to the Committee.

Building Committee:

Commissioner Stahlman stated that the Building Committee had their initial meeting with EIKON Consulting Group regarding conducting the feasibility study for the new station build at the current location of Station No. 52. They felt that a station could be repositioned on the current property. Commissioner Stahlman also requested that the Building Committee obtain proposals from contractors in order to clear and remove brush along the property line, fill in the low-level ground area at the East side of the property and to consider a contractor to design the conventional septic system. Commissioner Stahlman said we need to notify the County that they would no longer be able to hold recycling on the vacant part of our lot. President Wagner said he would notify County Commissioner Eccleston.

Community Outreach:

Nothing new to report at this time however, Fire Chief Mikel stated that Battalion Chief Kahanek recently gave a presentation on Wildland Fires to the residents of Mystic Shores.

Compensation Committee:

President Wagner stated that the Fire Chief and CFO's annual evaluations will be discussed in closed session and their compensation voted on in December by the Board after a December meeting of the Committee to make recommendations to the Board.

Strategic Planning Committee:

Commissioner Magloff stated that the Committee will meet in December (date to be determined) to plan out a timeline for the completion of the new master plan by the 2nd Quarter of 2023.

Canyon Lake Fire/EMS, Inc:

CFO Hemphill stated that the contributions flyer's will be mailed out to the residents within our Jurisdiction starting today, November 16th. Commissioner Shirley-Menzel recommended that flyers also be distributed to local RV Resorts along with electronic versions emailed to local HOA and POA's to ensure maximum distribution.

NEW BUSINESS:

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON RATIFICATION OF THE EMERGENCY AUTHORIZATION BY PRESIDENT WAGNER FOR THE PURCHASE OF A 2022 FORD F-250, 4X4, CREW CAB PICKUP TRUCK FROM THE LEIF JOHNSON TRUCK CENTER IN BUDA FOR THE BATTALION CHIEF VEHICLE IN THE AMOUNT OF \$49,995.00 (BUDGETED).

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3
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Fire Chief Mikel explained the cost and needs associated with the ratification of the emergency purchase authorization for the Battalion Vehicle and stated that the Apparatus Committee had previously recommended the purchase of a vehicle for this purpose.

MOTION: Commissioner Stahlman moved to accept the purchase of a 2022 Ford F-250 4x4 Crew Cab pickup truck totaling \$49,995.00 from the Leif Johnson Truck Center. Commissioner Magloff seconded.

ACTION: The motion passed unanimously.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE PROPOSED PURCHASE ORDER FOR TWO (2) 2023 GMC SIERRA 1500 CREW CAB V8 TRUCKS TOTALING \$82,147.50 THROUGH GUNN BUICK GMC (BUYBOARD) (BUDGETED).

Fire Chief Mikel explained the cost and needs associated with the two vehicles and that no prepayment will be made. These vehicles will be purchased in 2023.

MOTION: Commissioner Stahlman moved to accept the purchase of two 2023 GMC Sierra 1500 Crew Cab V8 Trucks totaling \$82,147.50 through Gunn Buick GMC (BuyBoard). Commissioner Shirley-Menzel seconded.

ACTION: The motion passed unanimously.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE PROPOSED PURCHASE ORDER FOR REPAIRS TO STATION 55 FIRE SUPPRESSION RELIEF VALVE ASSEMBLY TOTALING \$6,394.00 THROUGH FIRE LIFE SAFETY AMERICA.

Fire Chief Mikel explained the cost and needs associated with the repair to the fire suppression assembly at Station No. 55.

MOTION: Commissioner Magloff moved to accept the purchase for repairs to Station No. 55 fire suppression relief valve assembly totaling \$6,394.00 through Fire Life Safety America. Commissioner Shirley-Menzel seconded.

ACTION: The motion passed unanimously.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE PROPOSED PURCHASE ORDER FOR RO WATER SYSTEM INSTALLATION AT STATION 54 TOTALING \$30,000.00 THROUGH AQUA SYSTEMS.

Fire Chief Mikel explained the cost and needs associated with the installation of a commercial reverse osmosis water softener system for Station No. 54. He stated that the water there is unsafe to drink and that the extreme hard water is damaging the appliances due to corrosion. Commissioner Stahlman recommended that there be a maintenance schedule created to ensure the vitality of the new system.

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MOTION: Commissioner Stahlman moved to accept the purchase for a RO Water System and installation at Station No. 54 totaling \$30,000.00 through Aqua Systems. Commissioner Shirley-Menzel seconded.

ACTION: The motion passed unanimously.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE PROPOSED PURCHASE ORDER FOR DUTY JACKETS TOTALING \$11,499.75 THROUGH FUEGO (BUDGETED).

Fire Chief Mikel explained the cost and needs associated with the duty jackets that are assigned to each personnel.

MOTION: Commissioner Shirley-Menzel moved to accept the purchase of duty jackets totaling \$11,49.75 through Fuego. Commissioner Magloff seconded.

ACTION: The motion passed unanimously.

Commissioner Comments:

No comments at this time.

Announcements:

CFO Hemphill reminded all that the Canyon Lake Fire/EMS Christmas Party is being held on Friday, December 9th at the Clubhouse in Vintage Oaks and that it's imperative that all invited RSVP as the costs associated with catering has increased significantly from last year.

Next Meeting: Thursday, December 21st, 2022 @1:30 PM Regular Monthly meeting.

Adjournment: Meeting Adjourned at 11:47 AM.