

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of March 23, 2026

Regular Monthly Meeting

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

Call to Order and Confirmation of a Quorum:

President Magloff called the meeting to order at 2:31 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 February Regular Meeting Minutes were reviewed and accepted by the Board.

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, the vendor summary and property and sales tax collections were reviewed. She reviewed the proposed revision to the ODFI agreement between Comal County ESD No. 3 and Security State Bank. More information was requested by the Board, the agreement was tabled until the next regular monthly meeting.

Chief's Report:

Fire Chief Mikel welcomed our newest employee, Marlene Orona who began employment on March 23rd as our Procurement and Financial Support Specialist.

He relayed that Assistant Chief Clapper along with two of our Firefighters are currently deployed to Kerrville for continued assistance on search and relief efforts.

He reported that the 2026 annual medical physicals have concluded with 97 personnel receiving physicals.

He followed up on the recent dispatch issue between Comal County Dispatch and local First Responder Agencies including Comal County ESD No. 3 and the associated next steps.

Committee Reports:

Apparatus Committee:

A new Brush Truck and Tender will be the next apparatus purchase (budgeted), and the purchase order proposal will be included as a future agenda item.

Audit Committee:

Fiscal Year 2025 audit will begin on March 24th with a submission date to Commissioner's Court by June 1st.

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Budget and Finance Committee:

Nothing new to report.

Building Committee:

CFO Hemphill updated the Board on the construction progress of Station No. 52 and the Administrative/Training Building. She stated that Frontera Construction has hired a new Superintendent for the Administrative/Training Building.

Compensation Committee:

At 3:24 PM, President Magloff stated that the Board would enter into a Closed Session pursuant to the Texas Government Code Section 551.074 to consider Employee Performance.

The open meeting reconvened at 3:46 PM. President Magloff stated that the district will now re-enter into open meeting; no action was taken during the closed session.

MOTION: Commissioner Wagner moved to promote CFO Angela Hemphill to Chief Financial Officer/Chief Administrative Officer with an annual salary of \$150,000. Commissioner Gill seconded.

ACTION: The motion passed unanimously.

Strategic Planning Committee:

Discussion occurred regarding having a SWAT Team Analysis with ESD No. 2 and ESD No. 3 to be held in April, prior to the next regular monthly meeting. Invitees should include Comal County ESD No. 3 Battalion Chiefs, Comal County Precinct 4 Commissioner Jen Crownover, Comal County Precinct 1 Commissioner Doug Leacock and citizen Allan Barrie. It was determined that the meeting will be held on April 13, 2026, at 10:00 AM.

Canyon Lake Fire/EMS, Inc:

Discussion centered on use of current assets from donations. At this time, Chief Mikel had no additional requests of funds. The previous meeting of this committee had suggested that the Community Resource & Recreation Center of Canyon Lake (CRRC) should be contacted to query them on ways the donation funds might assist them. Assistant Fire Chief Clapper was tasked with making contact.

Canyon Lake Professional Firefighters Association Local 4713:

No Association members in attendance, thus no update available.

OLD BUSINESS:

No old business.

NEW BUSINESS:

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER TO SIDDONS-MARTIN EMERGENCY GROUP FOR REPAIRS TO BRUSH TRUCK 55 TOTALING \$16,473.72.

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MOTION: Commissioner Stahlman moved to approve the purchase order to Siddons-Martin Emergency Group for repairs to Brush Truck 55 totaling \$16,473.72. Commissioner Shirley-Menzel seconded.

ACTION: The motion passed unanimously.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER TO HOUSE OF HUES PAINTING & REMODELING FOR STATION NO. 54/56 DORM ROOM DOORS AND RELATED CONSTRUCTION TOTALING \$22,583.54 (BUDGETED).

MOTION: Commissioner Gill moved to approve the purchase order to House of Hues Painting & Remodeling for Station No. 54 and 56 dorm room doors and related construction totaling \$22,583.54 (Budgeted). Commissioner Shirley-Menzel seconded.

ACTION: The motion passed unanimously.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED AGREEMENTS BETWEEN PYE-BARKER FIRE-SAFETY DBA KOETTER FIRE PROTECTION OF SAN ANTONIO AND COMAL COUNTY ESD NO. 3 FOR FIRE SYSTEM MONITORING SERVICES FOR STATIONS 51, 54, 55, 56. (TEC 1295 FILED).

MOTION: Commissioner Wagner moved to approve the proposed agreements between Pye-Barker Fire-Safety DBA Koetter Fire Protection of San Antonio and Comal County ESD No. 3 for fire system monitoring services for Stations 51, 54, 55, and 56. Commissioner Gill seconded.

ACTION: The motion passed unanimously.

Commissioner's Comments:

No Commissioner comments.

Announcements:

No announcements.

Next Meeting: Thursday, April 16th, 2026, at 1:30 PM Regular Monthly Meeting.

Adjournment: Meeting Adjourned at 4:11 PM.