

**COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3**

**MINUTES of June 20, 2024**

**Regular Monthly Meeting**

The following Commissioners were present: **Don Wagner, Susan Shirley-Menzel, Alan Stahlman, and Stuart Magloff**. 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. Battalion Chief Jeff Kahanek joined the meeting at 1:45 PM. ESD No. 2 Commissioner Tom Crossan joined the meeting at 2:56 PM.

**Call to Order and Confirmation of a Quorum:**

President Wagner called the meeting to order at 1:33 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.

**Citizen's Comments:**

No citizen comments.

President Wagner asked to move the Audit Committee Report to this point in the meeting.

**Audit Committee:**

Auditors Mike Del Toro and Jade Palmer Miller with ABIP joined the meeting via Zoom at this time and presented Comal County ESD No. 3's FY2023 Audit Report. They noted that the audit was "clean" with nothing remarkable to note.

**Approval of Minutes:**

The May Regular Meeting minutes were reviewed by the Board.

**MOTION:** Commissioner Shirley-Menzel moved to accept the May Regular Monthly Meeting minutes. Commissioner Magloff seconded.

**ACTION:** The motion passed unanimously.

**Treasurers / Chief Financial Officer's Report:**

CFO Hemphill reported on the monthly financial report which included the previous month and current month's cross comparison. The expenses for the month were reviewed along with property and sales tax collections. She noted that sales tax is up 8% this June vs. last June. She discussed the budget vs. actual and stated that nothing is out of the ordinary with the numbers to report. CFO Hemphill updated the Board on the Streamline software platform that is currently being tailored to our Department and reported that the "go live" date is set for July 15<sup>th</sup>.

**Chief's Report:**

In regards to the CAD status, Fire Chief Mikel reported that there are still several issues with Westnet but changes are being made and the "go live" date is very close.

He updated the Board on the recent Spring 2024 hiring process for the open Firefighter/EMT positions and the three candidates have started employment. Three additional offers of employment have been made to fulfill the last remaining openings.

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At this time, discussion occurred about the possible need for a Department Chaplain, however, the personnel prefer their own peer counseling group method over a designated Chaplain.

**Committee Reports:**

**Apparatus Committee:**

Nothing new to report.

**Budget and Finance Committee:**

CFO Hemphill reported that now that the audit is over, she was able to bring the Master Plan current, which she presented to the Board. She found a calculation discrepancy which was a positive finding and which will give us additional flexibility in the 2025 and future budgeting processes.

**Building Committee:**

Renderings for the new Administration Building and Station No. 52 were shared with the Board. CFO Hemphill stated that the next step will be to obtain Board approval to secure funding with a loan to begin construction on both buildings. President Wagner asked CFO Hemphill to find out more details and options for borrowing through Government Capital and furnish to the Budget and Finance Committee for their recommendation. The next goal is to have the Request for Qualifications (RFQ) process for construction completed by the end of this year.

**Compensation Committee:**

Fire Chief Mikel reported that a formal salary survey will be conducted once we obtain all of the surveys we've requested from neighboring departments. Commissioner Magloff would like to look over all comps and "fine-tune" them before the next Compensation Committee meeting date is set.

**Strategic Planning Committee:**

Nothing new to report.

**Canyon Lake Fire/EMS, Inc:**

Nothing new to report.

**Canyon Lake Professional Firefighters Association Local 4713:**

No update on Association activities.

**NEW BUSINESS:**

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER TO METRO FIRE FOR FIREFIGHTING TOOLS & EQUIPMENT IN THE AMOUNT OF \$23,012.00 (BUDGETED).**

Fire Chief Mikel discussed the need for new firefighting tools & equipment for better functionality for the apparatus it is used on. The old equipment will be replaced with new, advanced technology.

**MOTION:** Commissioner Shirley-Menzel moved to approve the purchase order to Metro Fire for firefighting tools & equipment in the amount of \$23,012.00 (Budgeted). Commissioner Magloff seconded.

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**ACTION:** The motion passed unanimously.

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER TO TOP HAND CONTRACTORS FOR DRYWALL AND PAINTING REPAIRS TO FIRE STATION NO. 56 IN THE AMOUNT OF \$17,894.49.**

Fire Chief Mikel explained the need for the drywall and paint repairs at Station No. 56. He also noted this expense was covered by insurance.

**MOTION:** Commissioner Magloff moved to approve the purchase order to Top Hand Contractors for drywall and painting repairs to Fire Station No. 56 in the amount of \$17,894.49. Commissioner Stahlman seconded.

**ACTION:** The motion passed unanimously

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE PROPOSED LIST OF SURPLUS/SALVAGE EQUIPMENT FOR DISPOSAL.**

Fire Chief Mikel reviewed the list of surplus/salvage equipment for disposal with the Board.

**MOTION:** Commissioner Shirley-Menzel moved to approve the proposed list of surplus/salvage equipment for disposal. Commissioner Magloff seconded.

**ACTION:** The motion passed unanimously.

**Commissioners Comments:**

Commissioner Shirley-Menzel requested that the Board receive quarterly or bi-annual reports to track station location needs per the type/number of Fire/EMS calls we run. Fire Chief Mikel reported that we currently track this information and will begin to report on this quarterly, beginning at next month's regular monthly meeting.

**Announcements:**

No announcements.

**Next Meeting:** Friday, July 12<sup>th</sup> at @1:30 PM Regular Monthly Meeting.

**Adjournment:** Meeting Adjourned at 3:37 PM.