

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3
MINUTES of September 21, 2023
Regular Monthly Meeting

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

Call to Order and Confirmation of a Quorum:

President Wagner called the meeting to order at 1:30 PM, and declared that a quorum was present.

Citizen's Comments:

No citizen's comments.

Approval of Minutes: The August Regular Meeting minutes and the August Special Meeting/Budget Workshop meeting minutes were both approved by the Board.

MOTION: Commissioner Shirley-Menzel moved to accept the August Regular Meeting minutes and the August Special Meeting/Budget Workshop meeting minutes. Commissioner Magloff seconded.

ACTION: The motion passed unanimously.

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 expenses for the month were reviewed. She stated there is nothing out of the ordinary with the numbers to report.

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

Fire Chief Mikel reported that the Water Oriented Recreation District (WORD) has recently awarded Canyon Lake Fire/EMS with a grant that will cover the cost of utilization of a boat slip for Marine 53 at Cranes Mill Marina for 2024.

It was reported that the TEEX Paramedic Program has concluded with NREMT skills testing being conducted on 9/20/2023. All students in attendance passed their skills testing on their respective first try which is a great success. As part of the grant, the program will receive \$200 per student for those that pass their National Registry exam on their first pass. To date, there are six students who have done so. TEEX will be increasing project manager tuition so our class will also increase in tuition next course.

Fire Chief Mikel reported on the CAD status. Westnet will be scheduling radio installation.

Update on Tender 55 – Siddon's Martin has concluded that there is nothing more they can do to repair the truck. It was determined that it will now be sent to experts in Wisconsin for a complete overhaul all to be paid by insurance. We are currently down to one Tender in service but we believe we can provide appropriate service to the community with one Tender for the time needed for the repairs to be completed.

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Committee Reports:

Apparatus Committee:

Nothing new to report.

Audit Committee:

Nothing new to report.

Budget and Finance Committee:

Nothing new to report.

Building Committee:

Fire Chief Mikel and CFO Hemphill reported that the three architects that were chosen from the original six who submitted for the request for quote (RFQ) process for the new Administration Building are still being reviewed. President Wagner asked that once the Building Committee narrows the architects down to two that their RFQ's be brought to the Board for final decision.

It was reported that the site work for Station No. 52 will begin in October. The search to obtain property for the new Station No. 53 building continues.

Compensation Committee:

Nothing new to report.

Strategic Planning Committee:

Nothing new to report.

Canyon Lake Fire/EMS, Inc:

It was reported that since some of the projects requesting donation money have found other resources, discussion occurred on the other projects that could benefit from donation support. The CLF/EMS, Inc. Board is working on setting up a meeting for further discussion with the date TBD.

OLD BUSINESS:

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED REVISED ODFI AGREEMENT BETWEEN COMAL COUNTY ESD NO. 3 AND SECURITY STATE BANK & TRUST.

CFO Hemphill discussed the revised ODFI agreement between Comal County ESD No. 3 and Security State Bank & Trust and the need for the increased exposure limit.

MOTION: Commissioner Gill moved to approve the revised ODFI agreement with ESD No. 3 and Security State Bank & Trust. Commissioner Shirley-Menzel seconded.

ACTION: The motion passed unanimously.

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NEW BUSINESS:

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR SELF-CONTAINED BREATHING APPARATUS AND ASSOCIATED EQUIPMENT/SUPPLIES THROUGH CASCO INDUSTRIES, INC. TOTALING \$1,014,866.51 (BUDGETED FY24).

Fire Chief Mikel discussed the need and cost associated with the purchase of new SCBA's for the Firefighters. The SCBA's will be received in 2024 and their purchase is included in the 2024 budget.

MOTION: Commissioner Shirley-Menzel moved to approve the proposed purchase order for self-contained breathing apparatus and associated equipment/supplies through CASCO Industries, INC. totaling \$1,014,866.51. Commissioner Gill seconded.

ACTION: The motion passed unanimously.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR SELF-CONTAINED BREATHING APPARATUS AIR COMPRESSOR FILL STATION AND ASSOCIATED SUPPLIES THROUGH CASCO INDUSTRIES, INC. TOTALING \$87,906.00 (BUDGETED FY24).

Fire Chief Mikel discussed the need and cost associated with the purchase of an SCBA air compressor fill station. These items will be received in 2024 and are included in the 2024 budget.

MOTION: Commissioner Magloff moved to approve the proposed purchase order for self-contained breathing apparatus air compressor fill station and associated supplies through Casco Industries, Inc. totaling \$87,906.00. Commissioner Gill seconded.

ACTION: The motion passed unanimously.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR CADAVER LAB TRAINING THROUGH MEDTOMARKET, INC. TOTALING \$19,513.00 (BUDGETED FY23).

Assistant Fire Chief Clapper discussed the need and cost associated with cadaver lab training and the benefits for the personnel to get hands-on training with a human specimen.

MOTION: Commissioner Gill moved to approve the proposed purchase order for cadaver lab training through MedToMarket, Inc. totaling \$19,513.00. Commissioner Shirley-Menzel seconded.

ACTION: The motion passed unanimously.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED COMMUNICATIONS EQUIPMENT BEING DECLARED SURPLUS AND AUTHORIZE SALE THAT MEETS REQUIREMENTS UNDER SECTION 775.251. SALE AND DISPOSITION OF SURPLUS OR SALVAGE PROPERTY.

Fire Chief Mikel discussed what the surplus communications equipment is and the need to declare as surplus or salvage property. Discussion occurred that equipment be declared surplus and donated through "Helping Hands"

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MOTION: Commissioner Shirley-Menzel moved to approve declaring the communications equipment surplus and donating to “Helping Hands.” Commissioner Magloff seconded.

ACTION: The motion passed unanimously.

Commissioners Comments:

No Commissioner comments.

Announcements:

No announcements.

Next Meeting: Thursday, October 19th at @1:30 PM Regular Monthly Meeting.

Adjournment: Meeting Adjourned at 3:00 PM.