

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

**MINUTES of May 29, 2025**

**Regular Monthly Meeting**

The following Commissioners were present: **Stuart Magloff, Don Wagner, Susan Shirley-Menzel, Alan Stahlman and Holly Gill.** Fire Chief Robert Mikel, Assistant Fire Chief Christopher Clapper, CFO Angela Hemphill, Human Resources Generalist Shawna Bantis and citizens Mike Del Toro and Nick Gutierrez were also in attendance.

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

President Magloff called the meeting to order at 11:31 AM 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's comments.

**\*\*President Magloff asked that the Audit Committee occur at this time\*\***

**Audit Committee:**

ABIP Partner Mike Del Toro and Audit Manager Nick Gutierrez presented the FY24 Financial Audit Report to the Board and gave an "unmodified opinion" noting that there were no material weaknesses in internal controls, but there was a reportable weakness in controls which is identified in APBIP's letter to the Board. CFO Hemphill conveyed that the FY24 Audit Report will be submitted to the County Auditor and to Commissioners Court by June 1, 2025 as requested. The Board expressed its congratulations and appreciation to CFO Hemphill for the successful completion of another audit.

**\*\*A fifteen-minute recess occurred at this time, 12:00 PM and the meeting resumed at 12:15 PM\*\***

**Approval of Minutes:**

The April Regular Meeting minutes were reviewed by the Board.

**MOTION:** Commissioner Wagner moved to accept the April Regular Monthly Meeting Minutes. Commissioner Gill 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 budget vs. actual was reviewed and she noted that we are approximately 7% below budget for expenses. The expenses for the month were reviewed as well as the increase in apparatus and station repairs. Property and sales tax collections were reviewed, and she relayed that there is nothing out of the ordinary with the collections to report.

**Chief's Report**

Fire Chief Mikel presented the quarterly operational report to the Board. He reviewed response time averages, call volume and Interlocal Agreement responses.

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He relayed that Assistant Chief Clapper has been visiting with Comal County Dispatch to shadow them and to monitor dispatch progress on each respective shift.

Fire Chief Mikel updated the Board on the recent new hire process and stated that seven candidates were given official offers of employment. One of the candidates accepted a position elsewhere, six candidates will start their two-week orientation on Monday, June 2, 2025.

He updated the Board on the repairs from water leaks and mold damage found at Station No. 51, No. 54 and No. 56. Fire Chief Mikel also reported that Station No. 51 is in the process of getting the roof replaced due to extensive hail damage and that Station No. 55 will also receive a new roof after the completion of Station No. 51. The roof replacement at both Stations are covered under insurance.

He also reported that William Maxwell Wright, Sr. was chosen as Assistant Medical Director for Comal County ESD No. 2 and will start his position on July 1, 2025.

**Committee Reports:**

**Apparatus Committee:**

Nothing new to report.

**Audit Committee:**

As previously reported in the meeting, ABIP Partners Mike DelToro and Nick Gutierrez presented the FY24 Financial Audit Report to the Board and gave an “unmodified opinion” noting that there were no material weaknesses in internal controls, but there was a reportable weakness in controls which is identified in APBIP’s letter to the Board. CFO Hemphill conveyed that the FY24 Audit Report will be submitted to the County Auditor and to Commissioners Court.

**MOTION:** Commissioner Wagner moved to accept the FY24 Financial Audit Report and submission of the report to Commissioner’s Court. Commissioner Gill seconded.

**ACTION:** The motion passed unanimously.

**Budget and Finance Committee:**

CFO Hemphill reported that the movement \$2.5 million dollars of reserve funds from TexPool to Security State Bank recently occurred. The second transfer, an additional \$2.5 million dollars, will be moved on May 29, 2025.

**Building Committee:**

CFO Hemphill reported on the status of land acquisition for the future Fire Station No. 53. There hasn’t been anything significant to report on this yet, but price negotiations for the land in question will begin between ESD No. 3 and the realtor in the coming weeks. Regarding Station No. 52 and the Administration Building plans, she stated that we’ve requested a few changes be made and those have been submitted to Martinez Architects.

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**Compensation Committee:**

CFO Hemphill stated that a salary survey will be conducted in the coming months with a meeting to occur prior to budget presentation.

**Strategic Planning Committee:**

A meeting will be scheduled in June to begin strategic planning.

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

Nothing new to report. A future meeting date will be determined.

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

Nothing new to report.

**OLD BUSINESS:**

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PURCHASE ORDER FOR FIRE STATION NO. 55 ROOF REPLACEMENT, HVAC REPAIR, AND MOLD REMEDIATION THROUGH SUPERB ROOFING AND RESTORATION TOTALING \$159,413.38. (INSURANCE CLAIM-ROOF).**

Fire Chief Mikel discussed the need for roof replacement, HVAC repair, and mold remediation through Superb Roofing and Restoration totaling \$159,413.38.

**MOTION:** Commissioner Shirley-Menzel moved to approve the proposed purchase order Station No. 55 roof replacement, HVAC repair and mold remediation through Superb Roofing and Restoration totaling \$159,413.38 (insurance claim-roof). Commissioner Gill seconded.

**ACTION:** The motion passed unanimously.

**NEW BUSINESS:**

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR TWO MOBILE RADIOS AND ACCESSORIES THROUGH MOTOROLA SOLUTIONS TOTALING \$18,154.42 (BUDGETED).**

Fire Chief Mikel discussed the need for two new mobile radios including accessories and the price associated with them.

**MOTION:** Commissioner Gill moved to approve the proposed purchase order for two mobile radios and accessories through Motorola Solutions totaling \$18,154.42 (Budgeted). Commissioner Stahlman seconded.

**ACTION:** The motion passed unanimously.

**AMENDMENT TO PO 25040039 TO SUPERB ROOFING & RESTORATION FOR ROOF REPLACEMENT AT FIRE STATION NO. 51 FOR AN ADDITIONAL \$102,929.32 FOR INCREASED SCOPE AND OVERHEAD DOOR REPLACEMENT FOR A NEW TOTAL OF \$208,607.70 (REIMBURSED BY INSURANCE SUPPLEMENTAL PAYMENT).**

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Fire Chief Mikel discussed the ratification to the original PO to Superb Roofing & Restoration for increased scope of work to be completed and the additional associated cost.

**MOTION:** Commissioner Gill moved to approve the amendment to PO 25040039 to Superb Roofing & Restoration for roof replacement at Fire Station No. 51 for an additional \$102,929.32 for increased scope and overhead door replacement for a new total of \$208,607.70 (reimbursed by insurance supplemental payment). Commissioner Wagner seconded.

**ACTION:** The motion passed unanimously.

**AMENDMENT TO PO 25040040 TO SUPERB ROOFING & RESTORATION FOR ADDITIONAL SHOWER REPAIRS AT FIRE STATIONS NO. 54 AND 56 FOR AN ADDITIONAL \$6,421.41 FOR A NEW TOTAL OF \$41,370.81.**

Fire Chief Mikel discussed the ratification to the original PO for repairs to showers at Station No. 54 and 56 due to extensive water leak damage and mold that was discovered.

**MOTION:**

Commissioner Gill moved to approve the amendment to PO 25040040 to Superb Roofing & Restoration for additional shower repairs at Fire Station No. 54 and 56 for an additional \$6,421.41 for a new total of \$41,370.81. Commissioner Stahlman seconded.

**ACTION:**

The motion passed unanimously.

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON REPORT FROM MARTINEZ ARCHITECTS ON ISSUES RELATED TO DESIGN AND CONSTRUCTION MATTERS INCLUDED BUT NOT LIMITED TO PROJECT SOLICITATION, CONTRACT NEGOTIATIONS, APPROVAL OF GENERAL CONTRACTOR FOR CONSTRUCTION, ENGAGEMENT WITH DESIGN PROFESSIONALS, REVIEW AND APPROVAL OF PAY APPLICATIONS AND CHANGE ORDERS, AND ANY OTHER MATTERS RELATED TO THE SITE DEVELOPMENT AND PROJECT DESIGN.**

CFO Hemphill stated that this agenda item is tabled until the July Regular Monthly Meeting.

**Commissioners Comments:**

No Commissioners comments.

**Announcements:**

No Announcements.

**Next Meeting:** Friday, June 20<sup>TH</sup> at 12:00 PM Regular Monthly Meeting.

**Adjournment:** Meeting Adjourned at 1:55 PM.