

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

**MINUTES of April 20, 2023**

**Regular Monthly Meeting**

The following Commissioners were present: **Don Wagner, Alan Stahlman, Susan Shirley-Menzel, Holly Gill and Stuart Magloff.** Assistant Fire Chief Christopher Clapper, CFO Angela Hemphill, Benefits Specialist Shawna Bantis and citizen Bob Janusaitis were in attendance. Training Captain Brad Elkins arrived at 1:50 PM. Fire Chief Mikel attended the meeting via Zoom.

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

President Wagner called the meeting to order at 1:32 PM, and declared that a quorum was present.

**Citizen's Comments:**

No citizen comments.

**Approval of Minutes:** The March 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 expenses for the month were reviewed. The quarterly financial report and 1<sup>st</sup> quarter investment report were presented.

**MOTION:** Commissioner Magloff moved to approve the quarterly report. Commissioner Stahlman seconded.

**ACTION:** The motion passed unanimously.

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

Assistant Fire Chief Clapper presented the report on behalf of Fire Chief Mikel. He stated that the Rotary Club grant was awarded and it will help fund the Peer Counseling Program.

The CAD Radio System implementation has been pushed back to June by the County but we are steadily working together towards implementation.

The TEEX Paramedic Program is on track, students are doing well and will start clinical ride-outs and Christus Santa Rosa Hospital rotations soon.

It was reported by CFO Hemphill that boundary lines between ESD No. 3 and ESD No. 7 are complete and we are now waiting on VPN info from the County. A resolution should soon follow.

Assistant Fire Chief Clapper updated on the status of Tender 55, it is still being serviced for existing repairs needed, we do not have a completion date at this time. Engine 54 and Marine 53 are both in for PM.

**Committee Reports:**

**Apparatus Committee:**

CFO Hemphill updated the Board on the two surplus Chargers and stated that the bidding for selling these will conclude on May 4<sup>th</sup>.

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**Audit Committee:**

CFO Hemphill reported that the 2022 pre-audit conference has occurred and the field work continues with the auditors. Their report should be completed soon and placed on the May agenda for approval.

**Budget / Finance Committee:**

Discussion occurred in increasing the Fire Chief's limits of cost approval to \$15,000. CFO Hemphill will present an amended policy stating this limit.

**MOTION:** Commissioner Shirley-Menzel moved to update the Purchasing Policy and approve increasing the Fire Chief's limits of cost approval to \$15,000. Commissioner Gill seconded.

**ACTION:** The motion passed unanimously.

**Building Committee:**

Commissioner Stahlman reported that once the construction of the new Station No. 52 has begun, it is estimated to take approximately one and a half years to complete. The current property size is adequate for the size of the new structure that will replace the existing structure. The Building Committee will meet in May to propose scheduling an RFQ for architects. The intent is to simultaneously obtain bids for Station No. 52 and the new administration building located near Station 51.

**Compensation Committee:**

Commissioner Gill stated that a benefits review meeting occurred recently and it was discussed that the employee's sick and vacation accrual benefits need adjustment and the policy needs revision. Also, a discussion took place on whether the retirement match should be increased from a 2:1 to a 2.5:1. No final conclusion has been made.

**Strategic Planning Committee:**

Commissioner Magloff updated the Board that a meeting had been completed to review the Master Plan and that all input had been received. The Master Plan will be presented to the board at the May regular monthly meeting.

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

Nothing new to report.

**NEW BUSINESS:**

**RATIFICATION OF THE AUTHORIZATION BY PRESIDENT WAGNER FOR EMERGENCY PURCHASE TO IA MED IN THE AMOUNT OF \$18,750.00 FOR CRITICAL CARE TRAINING (BUDGETED).**

Assistant Fire Chief Clapper discussed what the critical care training consists of and that nine of our personnel will attend this training.

**MOTION:** Commissioner Gill moved to approve the authorization by President Wagner for the emergency purchase to IA MED in the amount of \$18,750.00 for Critical Care Training. Commissioner Susan Shirley-Menzel seconded.

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**ACTION:** The motion passed unanimously.

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION FOR THE PROPOSED PURCHASE ORDER TO SIDDONS-MARTIN EMERGENCY GROUP IN THE AMOUNT OF \$12,440.40 FOR HOLMATRO V-STRUT VEHICLE STABILIZATION EQUIPMENT (BUDGETED).**

Assistant Fire Chief Clapper discussed what the Holmatro equipment is and the need for it for the safety of our personnel on emergency scenes.

**MOTION:** Commissioner Shirley-Menzel moved to approve the purchase order to Siddons-Martin Emergency Group in the amount of \$12,440.40 for Holmatro V-Strut Vehicle Stabilization Equipment. Commissioner Gill seconded.

**ACTION:** The motion passed unanimously.

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE PROPOSED PURCHASE ORDER TO GUADA-COMA MECHANICAL IN THE AMOUNT OF \$15,020.00 FOR A/C PARTS REPLACEMENT FOR FS 51 (BUDGETED).**

Assistant Fire Chief Clapper discussed that the parts replacement needed is the ducting that is in place at Station No. 51. The layout of the current ducting does not distribute the air from the A/C throughout the station in a beneficial and cost-effective manner.

**MOTION:** Commissioner Gill moved to approve the proposed purchase order to Guada-Coma Mechanical in the amount of \$15,020.00 for A/C parts replacement for FS 51 (Budgeted). Commissioner Magloff seconded.

**ACTION:** The motion passed unanimously.

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE PROPOSED 2023 CONTRACT FOR EMERGENCY MEDICAL SERVICES BETWEEN COMAL COUNTY ESD NO. 3 AND THE WATER ORIENTED RECREATION DISTRICT.**

CFO Hemphill discussed the details of the Water Oriented Recreation District Contract and that there is no rate change from last year to this year.

**MOTION:** Commissioner Shirley-Menzel moved to accept the proposed 2023 contract for emergency medical services between Comal County ESD No. 3 and the Water Oriented Recreation District. Commissioner Magloff seconded.

**ACTION:** The motion passed unanimously.

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE PROPOSED AGREEMENT BETWEEN COMAL COUNTY ESD NO. 2, COMAL COUNTY ESD NO. 3 AND THE SOUTH TEXAS REGIONAL ADVISORY COUNCIL (STRAC) FOR NFIRS/PCR REPORTING SOFTWARE TOTALING \$16,911.00 (BUDGETED).**

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Assistant Fire Chief Clapper explained what the new reporting software, Image Trend, will entail. There will be a compliance and records management component as well as training module component in addition to the NFIRS/PCR reporting platform.

**MOTION:** Commissioner Magloff moved to accept (with the authorization of the Fire Chief to sign on behalf of ESD No. 3) the proposed agreement between Comal County ESD No. 2, Comal County ESD No. 3 and the South Texas Regional Advisory Council (STRAC) for NFIRS/PCR reporting software totaling \$16,911.00 (Budgeted). Commissioner Gill seconded.

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE PURCHASE ORDER TO SIDDONS-MARTIN EMERGENCY GROUP FOR REPAIRS TO E54 (CURRENTLY IN FOR PM) IN THE AMOUNT OF \$14,561.61.**

Assistant Fire Chief Clapper and Fire Chief Mikel explained the needs for the repairs to E54 and what is included in the cost associated.

**MOTION:** Commissioner Gill moved to approve the purchase order to Siddons-Martin Emergency Group for repairs to E54 (currently in for PM) in the amount of \$14,561.61. Commissioner Magloff seconded.

**ACTION:** The motion passed unanimously.

**Commissioners Comments:**

No Commissioner comments.

**Announcements:**

No announcements.

**Next Meeting:** Monday, 5/15 at @1:30 PM Regular Monthly Meeting.

**Adjournment:** Meeting Adjourned at 3:32 PM.