

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

**MINUTES of May 15, 2023**

**Regular Monthly Meeting**

The following Commissioners were present: **Don Wagner, Alan Stahlman, Holly Gill and Stuart Magloff. Commissioner Shirley-Menzel joined via Teams at 2:09pm.** Assistant Fire Chief Christopher Clapper, CFO Angela Hemphill, Benefits Specialist Shawna Bantis, Captain Brett Parker, Engineer Brandon Barnet, Firefighter John Gussett and citizen Bob Janusaitis were in attendance. Chief Jeffrey Kahane joined the meeting at 2:11pm.

**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 comments.

**Approval of Minutes:** The April 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 proposed revised purchasing policy was discussed and the final version presented to the Board.

**MOTION:** Commissioner Magloff moved to approve the revised Purchasing Policy. Commissioner Gill seconded.

**ACTION:** The motion passed unanimously.

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

Fire Chief Mikel reported that The Rotary Club of Comal County awarded us a grant that we will use for our Peer Counseling Program and various training.

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 have started clinical ride-outs and Christus Santa Rosa Hospital rotations.

The status of Tender 55 was given and it is still being serviced for existing repairs needed, we do not have a completion date at this time.

An After-Action presentation was given to review a recent house fire that occurred where there were injuries. There will be continued training to include multi-agency training in the days following.

**Committee Reports:**

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**Apparatus Committee:**

Fire Chief Mikel reported that the two surplus Chargers were sold. We also took possession of the new transit vehicle that will be used by the Quartermaster to deliver supplies to the stations. Engine 54 is back in service after repairs and PM were completed.

**Audit Committee:**

CFO Hemphill reported on the FY 2022 audit report received from the auditors. A final review will take place prior to the audit report being given to Commissioner's Court.

**MOTION:** Commissioner Gill moved to approve the FY 2022 audit report and submit to Commissioner's Court, subject to final approval by President Wagner and CFO Hemphill. Commissioner Magloff seconded.

**ACTION:** The motion passed unanimously.

**Budget and Finance Committee:**

Nothing new to report.

**Building Committee:**

Commissioner Stahlman reported that the site work for Station No. 52 continues but is moving very slowly. The meeting with the architects to obtain an RFQ will occur in June. The intent is to simultaneously obtain bids for Station No. 52 and the new administration building located near Station 51. The search to obtain property for the new Station No. 53 building continues.

**Compensation Committee:**

Nothing new to report.

**Strategic Planning Committee:**

CFO Hemphill and Commissioner Magloff presented the Master Plan to the Board. They were pleased to announce that all committees added input into the creation of the Master Plan.

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

Nothing new to report.

**NEW BUSINESS:**

No new business.

**Commissioners Comments:**

No Commissioner comments.

**Announcements:**

CFO Hemphill announced that Battalion Chief Justin Lowth would be celebrating his 20<sup>th</sup> Anniversary with the Department.

**Next Meeting:** Monday, 6/15 at @1:30 PM Regular Monthly Meeting.

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Adjournment: Meeting Adjourned at 3:19 PM.