

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of June 15, 2022

Regular Monthly Meeting

The following commissioners were present: **Don Wagner, Susan Shirley-Menzel, Stuart Magloff, Holly Gill** joined the meeting at 1:15 PM. Fire Chief Robert Mikel, CFO Angela Hemphill and Benefits Specialist Shawna Bantis were also in attendance. Commissioner Stahlman was absent from this meeting.

Call to Order and Confirmation of a Quorum:

President Wagner called the meeting to order at 1:05 PM, and declared that a quorum was present.

Citizen's Comments:

Bob Janusaitis and Steve Salas were in attendance. Mr. Salas had some questions regarding operational procedures. President Wagner informed Mr. Salas that the Commissioners would listen to his concerns but that no interaction could take place during the meeting. It was also relayed to Mr. Salas that he may receive the answers to his questions when the topics are discussed in the meeting, if not, someone from the department would be happy to assist him after the meeting.

Approval of Minutes: The May regular meeting minutes were approved by the Board.

Treasurers / Chief Financial Officer's Report:

CFO Hemphill reported on the monthly bills and financials from May to include property and sales tax revenue. CFO Hemphill stated that there was nothing significant to report. Commissioner Shirley-Menzel requested that future reports contain previous month's account balances for comparison.

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

Fire Chief Mikel updated the Board on the status of the "go live" date for CAD and Station Alerting and confirmed that the Sheriff's Department will go live on 6/22. The go live date for all ESD's will be sometime in August and will be done in stages.

Fire Chief Mikel spoke of staffing and the new six new hires which are all doing well, will finish their two-week orientation on Friday 6/17, then will move to 3rd rider training. With the addition of the new hires, we are now fully staffed at 27 personnel per each shift.

The TEEX Paramedic Program is ongoing and doing well. The students have moved to Phase II which are clinicals. The students are still slated for program completion in August.

Fire Chief Mikel gave a report on the status of boating/drowning accidents from 2019 to present. There have been 34 drownings (which include near drownings) in our Jurisdiction within that time frame. He stated that with the use of GIS, Dispatch could relay the exact location of said boats and/or victims in the water by latitude and longitude then our response time would be significantly decreased, possibly creating a more favorable outcome. Chief Mikel met with representatives from the Corp of Engineers about the creation of a water safety public message in regards to our lake and rivers for non-locals as the census shows those are whom are having the most incidents on the water.

Committee Reports:

Apparatus Committee:

Nothing to report at this time.

Audit Committee:

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CFO Hemphill confirmed that the FY21 Audit Report was officially submitted to the County Auditor prior to the deadline.

Budget / Finance Committee:

Nothing new to report at this time.

Building Committee:

CFO Hemphill stated that we are currently waiting on a survey to be conducted in regards to Station No. 52's property.

Community Outreach:

Nothing new to report at this time.

Compensation Committee:

The Fire Chief job description was discussed and the changes to the minimum educational requirements were addressed.

MOTION: Commissioner Gill moved to accept the amended Fire Chief Job Description. Commissioner Magloff seconded.

ACTION: The motion passed unanimously.

Strategic Planning Committee:

Nothing new to report at this time.

Canyon Lake Fire/EMS, Inc:

Nothing new to report at this time.

OLD BUSINESS:

UPDATE ON THE SHAPE FILE CREATION:

CFO Hemphill informed the Board that she and Fire Chief Mikel met with ESD No. 7, Chief Bushnell and Fire Chief Lozano to review the discrepancies with the boundary lines in the River Chase area. Within this discussion, it was also asked of us that we consider and discuss further the desire for an Automatic Aid Agreement between ESD No. 2, ESD No. 3 and ESD No. 7. The next meeting in regards to the above mentioned will be sometime next week, date to be determined. CFO Hemphill discussed the cost for the submission of a new shape file and the time frame in which it is estimated that implementation will take.

NEW BUSINESS

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED MEMORANDUM OF UNDERSTANDING BETWEEN COMAL COUNTY ESD No. 3, No. 2, No. 1, No. 4, No. 5, AND No. 6 FOR COST SHARING OF SOFTWARE AND EQUIPMENT FEES RELATED TO CAD PROJECT.

CFO Hemphill spoke of the Memorandum of Understanding that was drafted and being presented to the Board. She confirmed that the cost associated has not changed and is correct. Once the MOU is agreed upon by all, then the official document will be signed and will become official.

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MOTION: Commissioner Shirley-Menzel moved. Commissioner Magloff seconded.

ACTION: The motion passed unanimously.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR ESO SOLUTIONS FOR SERVICES TO BE RENDERED 6/5/22 – 6/4/23 FOR SOFTWARE RELATING TO PATIENT CARE REPORTING TOTALING \$13,466.98.

Fire Chief Mikel explained the cost and needs associated with renewing the ESO Software.

MOTION: Commissioner Gill moved. Commissioner Shirley-Menzel seconded.

ACTION: The motion passed unanimously.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PROGRAM LETTER OF AGREEMENT BETWEEN COMAL COUNTY ESD No. 2, COMAL COUNTY ESD No. 3 AND UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT SAN ANTONIO JOE R. & TERESA LOZANO LONG SCHOOL OF MEDICINE FOR THEIR GME PROGRAM STUDENTS TO PERFORM CLINICAL OBSERVATION HOURS WITH CANYON LAKE FIRE/EMS.

Fire Chief Mikel explained the proposed ride-out agreement and the benefits of the potential agreement. It was stated that the fellowship students would shadow and observe our internal EMT's only, they will not perform any type of treatment care.

MOTION: The Proposed Program Letter Agreement was tabled until the July regular monthly meeting with requested revisions from the Board.

Announcements:

Fire Chief Mikel announced that we are working on a regional response team for peer counseling and that he will speak at the next 100 Club meeting, date to be determined, in regards to this.

Next Meeting: Wednesday, July 13th 2022 @1:30 PM Regular Monthly meeting.

Adjournment: Meeting Adjourned at 2:18 PM.