

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of December 12, 2023

Regular Monthly Meeting

The following Commissioners were present: **Don Wagner, Susan Shirley-Menzel, Alan Stahlman, Stuart Magloff and Holly Gill.** 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 and confirmed with Commissioner Shirley-Menzel that the meeting notice was posted in compliance with Government Code 551.041 and 551.043. She affirmed.

Citizen's Comments:

No citizen's comments.

Approval of Minutes:

The November Regular Meeting minutes were approved by the Board.

MOTION: Commissioner Shirley-Menzel moved to accept the November Regular Monthly 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. It was stated there is nothing out of the ordinary with the numbers to report. There is no update on collections from EmergiFire.

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

In regards to the CAD status, Fire Chief Mikel reported that the radio installation by Westnet is in place but the other components are not. The meeting between Motorola, Westnet and area Fire Chief's occurred on 11/17/23. There were some discrepancies involved with the installation of the alerting systems along with issues with the consoles. An additional meeting will be set for January in hopes of the issues being resolved so that an installation date can be secured.

It was reported that a few students from the 2023 Paramedic Program are still awaiting taking their National Registry exams. The scheduling for the 2024 Paramedic Program has begun with the first day of class being February 14, 2024.

An update was given on the Automatic Aid Agreement with ESD No. 7. It's been reported that ESD No. 7 has updated their jurisdiction maps and they are complete.

Fire Chief Mikel discussed the open additional Training Instructor Position and that current Firefighter Jacob Garcia has applied for the position.

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Committee Reports:

Apparatus Committee:

Nothing new to report.

Audit Committee:

Nothing new to report.

Budget and Finance Committee:

CFO Hemphill presented the FY23 budget amendments to the Board. The budget amendments included a decrease in line item 405 Apparatus, an increase in line item 10004 Health Insurance, an increase in line item 5001 Station Preventative Maintenance, an increase in line item 5002 Station Repair, an increase in line item 8001 Vehicle and Property Insurance, an increase in line item 9001.1 Operational Wages, an increase in line item 9001.6 Deployment Wages and an increase in line item 9002 Payroll Taxes. The proposed changes will decrease the overall budget by a little over \$461,000 but move the above lines to a more accurate end expense for the year.

MOTION: Commissioner Magloff moved to adopt the FY23 budget amendments. Commissioner Gill seconded.

ACTION: The motion passed unanimously.

Building Committee:

Commissioner Stahlman reported that there is nothing new to report in regards to the site work for Station 52 but that the contractor would like to begin the project in January. This is also true for the contract with Martinez Architects for the future Administration Building, this will be revisited in January.

Compensation Committee:

Nothing new to report.

Strategic Planning Committee:

Nothing new to report.

Canyon Lake Fire/EMS, Inc:

Nothing new to report.

OLD BUSINESS:

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON REVISED AUTOMATIC AID AGREEMENT FOR FIRE AND EMERGENCY MEDICAL SERVICES BETWEEN COMAL COUNTY ESD NO. 2, ESD NO. 3 AND COMAL COUNTY ESD NO. 7 (CITY OF NEW BRAUNFELS FIRE DEPARTMENT).

MOTION: Commissioner Shirley-Menzel moved to approve the revised Automatic Aid Agreement for Fire and Emergency Medical Services between Comal County ESD No. 2, ESD No. 3 and Comal County ESD No. 7 (City of New Braunfels Fire Department). Commissioner Gill seconded.

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ACTION: The motion passed unanimously.

NEW BUSINESS:

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR FY24 EMPLOYEE MEDICAL/PHYSICALS TOTALING \$49,300 THROUGH FRONT LINE MOBILE HEALTH (BUDGETED FY24).

Fire Chief Mikel discussed the need and importance of annual physicals for the Firefighters and what the physicals will entail for each member.

MOTION: Commissioner Shirley-Menzel moved to approve the proposed purchase order for FY24 employee medical/physicals totaling \$49,300 through Front Line Mobile Health (Budgeted FY24). Commissioner Gill seconded.

ACTION: The motion passed unanimously.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED TCDRS PLAN AGREEMENT AND AUTHORIZE ACH TRANSFER/PAYMENT OF \$250,000 TO THE DISTRICT'S RETIREMENT ACCOUNT (BUDGETED FY23) AND A 2.25 TO 1 EMPLOYER DEPOSIT/MATCH.

CFO Hemphill discussed the proposed TCDRS plan agreement and authorize ACH transfer/payment of \$250,000 to the District's retirement account (budgeted FY23) and a 2.25 to 1 employer deposit/match.

MOTION: Commissioner Magloff moved to approve the proposed TCDRS plan agreement and authorize ACH transfer/payment of \$250,000 to the District's retirement account (budgeted FY23) and a 2.25 to 1 employer deposit/match. Commissioner Stahlman seconded.

ACTION: The motion passed unanimously.

At 3:35PM the Board entered into a Closed Session pursuant to the Texas Government Code Section 551.074 to discuss the recommendations of the Compensation Committee about the 2023 evaluation of the Job Performance and Goals of the District CFO Angela Hemphill and the FY24 Compensation for the CFO and Fire Chief Mikel. Meeting reconvened at 4:18PM. Commissioner Wagner stated that the District will now re-enter into open meeting; no action was taken during the closed session.

Following the Closed Session:

MOTION: Commissioner Gill moved for CFO Hemphill to receive \$121,000 in annual salary beginning January 1, 2024. Commissioner Stahlman seconded.

Commissioner Gill moved for Fire Chief Mikel to receive \$165,000 in annual salary beginning January 1, 2024. Commissioner Shirley-Menzel seconded.

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ACTION: The motions passed unanimously.

Commissioners Comments:

No Commissioner comments.

Announcements:

No announcements.

Next Meeting: Thursday, January 11th at @1:30 PM Regular Monthly Meeting.

Adjournment: Meeting Adjourned at 4:40 PM.