

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of May 16, 2024

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 Chief Christopher Clapper, CFO Angela Hemphill and Benefits Specialist Shawna Bantis were in attendance. Captain Robert Thoele was also in attendance.

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 comments.

Approval of Minutes:

The March and April Regular Meeting minutes were reviewed by the Board.

MOTION: Commissioner Shirley-Menzel moved to accept the March and April Regular Monthly Meeting minutes. Commissioner Gill seconded.

ACTION: The motion passed unanimously.

Treasurers / Chief Financial Officer's Report:

CFO Hemphill asked that her monthly financial report be tabled until the June regular monthly meeting. She did state that nothing is out of the ordinary with the vendor summary nor expenses for the month. She reported that EmergiFire collections were down a bit from the previous month.

Chief's Report:

Fire Chief Mikel reported on the status of the three new Firefighter/EMT's that started their two-week orientation on May 6th. Once orientation is complete, they will move to operations on their respective shifts.

He reported that we currently have three additional Firefighter/EMT vacancies and we have presented contingent offers of employment to three from our current hiring list. One is a Paramedic only and will be sent to fire school.

In regards to the CAD status, Fire Chief Mikel reported that this week has been quite busy with training for Station Alerting and the new radio system. Training has occurred at Station 51 for our personnel to include Bracken FD and Bulverde Spring Branch Fire/EMS personnel. He has also performed training with Comal County Dispatch. The goal is for the final launch and go-live to occur on Tuesday, May 21st.

He attended the Guada Coma meeting this morning and reported that the All-Hazard Team is moving forward according to plan.

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Committee Reports:

Apparatus Committee:

Nothing new to report.

Audit Committee:

President Wagner reported that our auditors, ABIP, failed to provide an initial audit report as of yet so there will be no review/discussion at this time. CFO Hemphill reported that the audit site work was completed on May 15th and ABIP is to email the initial report to her next week. The final report will be completed on June 1st.

The Board discussed that the Audit Committee, consisting of President Wagner, Commissioner Magloff and CFO Hemphill be authorized to submit the audit report to the County Auditor without further Board approval after they read the draft and are satisfied with it, due to the June 1st deadline.

MOTION: Commissioner Shirley-Menzel moved to authorize the Audit Committee to submit the audit report to the County Auditor without further Board Approval but with review by CFO Hemphill, President Wagner and Commissioner Magloff prior to submittal. Commissioner Magloff seconded.

ACTION: The motion passed unanimously.

Budget and Finance Committee:

Commissioner Magloff stated that a date will be determined soon for Committee meetings for the Master Plan and Strategic Plan.

Building Committee:

Site plans and preliminary building renderings for Station 52 and the Administration Building were shared with the Board. A Building Committee meeting with Martinez Architects will occur today to discuss both buildings.

Compensation Committee:

CFO Hemphill reported that we are currently receiving salary surveys from other Fire Departments. Once those have been compiled a compensation meeting will be scheduled to discuss the findings.

Strategic Planning Committee:

Nothing new to report.

Canyon Lake Fire/EMS, Inc:

Nothing new to report. The committee is working on a meeting date to occur in June.

Canyon Lake Professional Firefighters Association Local 4713:

Captain Robert Thoele reported on recent Association activities. There are three public relation events planned in the month of May to help raise funds for the Association.

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A barbeque cook-off, a shrimp boil and a softball tournament with members of local Fire/EMS and Law Enforcement agencies participating are planned. Our newly hired Firefighters, Zachary Risz, Braxdon Sayles and Callahan Jordan each introduced themselves to the Board. Captain Thoele proudly relayed that Braxdon Sayles is an Association Fire/EMT school scholarship recipient.

OLD BUSINESS:

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON INFORMATION RECEIVED FROM STREAMLINE ABOUT HOW THEY ARE INSURED AND OPTIONS WITH WEBSITE SECURITY.

IT technician, Todd Frisk joined the meeting via phone at 1:48 PM and discussed in detail how Streamline handles the website security for their clients. Streamline is specific to the fire industry so all obligatory guidelines and regulations will be adhered to including current ADA requirements. He also shared that there are no HIPPA implications with this platform since no personal health-related information is linked to nor accessible through the Streamline platform. He stated that there will be much more functionality and content with the new platform vs. our current. The web platform will go live on May 21st. President Wagner asked Mr. Frisk to give a future presentation to the Board in the coming months regarding our IT security in general. Mr. Frisk said he would comply.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON UPDATED VERSION OF THE 2023 ANNUAL REPORT.

CFO Hemphill discussed the Annual Report initiated by Chelsea Ormond, ESD No. 2 Commissioner. The Outreach Committee will determine who will be in charge of distributing the Annual Report along with the best method for distribution.

MOTION: Commissioner Magloff moved to approve the updated version of the 2023 Annual Report. Commissioner Gill seconded.

ACTION: The motion passed unanimously.

NEW BUSINESS:

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER TO THE FY24 PARAMEDIC PROGRAM TOTALING \$16,500 THROUGH TEEX.

Fire Chief Mikel discussed the proposed purchase order to the FY24 Paramedic Program which will cover the cost of student tuition. Tuition and fees related to students from other Departments would be reimbursed to ESD No. 3 by their respective Departments.

MOTION: Commissioner Gill moved to approve the proposed purchase order to the FY24 Paramedic Program totaling \$16,500 through TEEX. Commissioner Shirley-Menzel seconded.

ACTION: The motion passed unanimously.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON DECLARING THE FOLLOWING EQUIPMENT SURPLUS/SALVAGE AND AUTHORIZING ITS DISPOSAL: (4) RIT Packs and 60 minute cylinders; (40) Scott Air Packs; (76) Scott 30min Cylinders.

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Assistant Fire Chief Clapper addressed the SCBA surplus/salvage equipment and discussed the need to move forward with disposal of the equipment.

MOTION: Commissioner Gill moved to approve taking appropriate action on declaring the following equipment surplus/salvage and authorizing its disposal. (4) RIT Packs and 60 minute cylinders; (40) Scott Air Packs; (76) Scott 30min Cylinders. Commissioner Shirley-Menzel seconded.

ACTION: The motion passed unanimously.

Commissioners Comments:

No Commissioner comments.

Announcements:

No announcements.

Next Meeting: Thursday, June 20th at @1:30 PM Regular Monthly Meeting.

Adjournment: Meeting Adjourned at 2:50 PM.