

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of June 20, 2025

Regular Monthly Meeting

The following Commissioners were present: **Stuart Magloff, Don Wagner and Susan Shirley-Menzel. Commissioner Alan Stahlman was not present for this meeting. Commissioner Holly Gill joined the meeting at 1:06 PM.** Fire Chief Robert Mikel, CFO Angela Hemphill, Human Resources Generalist Shawna Bantis and citizens Ryan Rosborough and Allan Barrie were also in attendance.

Call to Order and Confirmation of a Quorum:

President Magloff called the meeting to order at 12:02 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.

Citizens' Comments:

No citizen's comments.

****President Magloff asked that New Business Item Number Six occur at this time****

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION REPORT FROM MARTINEZ ARCHITECTS ON ISSUES RELATED TO DESIGN AND CONSTRUCTION MATTERS INCLUDED BUT NOT LIMITED TO PROJECT SOLICITATION, CONTRACT NEGOTIATIONS, APPROVAL OF GENERAL CONTRACTOR FOR CONSTRUCTION, ENGAGEMENT WITH DESIGN PROFESSIONALS, REVIEW AND APPROVAL OF PAY APPLICATIONS AND CHANGE ORDERS, AND ANY OTHER MATTERS RELATED TO THE SITE DEVELOPMENT AND PROJECT DESIGN.

CFO Hemphill reported on the bid process for a contractor for Station No. 52 and the Administrative Building. She discussed how the bid process works under Competitive Sealed Bid. President Magloff asked that Ryan Rosborough with Rosborough Project Management speak to the Board. He explained that the solicitation inclusive for both projects, will be published for contractor bid, but a contractor may bid on one or both projects. The Board asked if all items found in RPM review of the plans had been addressed by, being, either clarified or revised to our specifications. Mr. Rosborough assured the Board that Martinez Architects had completed the requested changes or gave sufficient information related to why something could not be changed per our request. He is confident in the bid package and drawings are ready for bid solicitation.

President Magloff asked Mr. Rosborough if the Board could engage his services (if Board approved) for project management for both projects. Mr. Rosborough asked for a proposal of scope of services. President Magloff asked Fire Chief Mikel to create a proposal with scope of needs for project management to be presented at the next regular monthly meeting.

MOTION: Commissioner Wagner moved to approve a Competitive Sealed Bid Process for contractor(s) for Station No. 52 and the Administrative Building. Commissioner Shirley-Menzel seconded.

ACTION: The motion passed unanimously.

****A recess occurred at this time, 12:40 PM and the meeting resumed at 12:57 PM****

Approval of Minutes:

The May Regular Meeting minutes were reviewed by the Board.

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MOTION: Commissioner Wagner moved to accept the May Regular Monthly Meeting Minutes. Commissioner Shirley-Menzel seconded.

ACTION: The motion passed unanimously.

Treasurers / Chief Financial Officer's Report:

CFO Hemphill reported on the monthly financial report which included the previous month and current month's cross comparison. The budget vs. actual was reviewed. The expenses for the month were reviewed as well as review of the vendor summary. Property and sales tax collections were explained, and she relayed that there is nothing out of the ordinary with the collections to report. She discussed Truth In Taxation and stated that her and Fire Chief Mikel will meet with the Company Officers on July 15th for a budget workshop.

Chief's Report

Fire Chief Mikel updated the Board on the recent new hire process and the progress of the six candidates that were hired. He stated that another two, possibly three candidates will receive conditional offers of employment in the coming weeks to fill current open positions.

He relayed that a swift water incident recently occurred outside of our Jurisdiction and several of our Firefighters assisted in the rescue efforts by mutual aid request and were assigned to a team under the Southwest Texas Regional Advisory Council (STRAC).

Fire Chief Mikel reported that there was a mass casualty event at a local camp resort in which several of our personnel responded to. Crews had recently attended Regional Mass Casualty Incident Training (MCI) and were able to utilize the skills learned from that training on this incident.

Fire Chief Mikel updated the Board on the ongoing station repairs and roof replacements for Station No. 51 and Station No. 55 (insurance claim). Station No. 51 is complete, and Station No. 55 is scheduled to begin next week.

Committee Reports:

Apparatus Committee:

Nothing new to report.

Audit Committee:

Nothing new to report.

Budget and Finance Committee:

CFO Hemphill reported that the second transfer of \$2.5 million of reserve funds from TexPool to Security State Bank has been completed.

Building Committee:

CFO Hemphill reported on the status of land acquisition for the future Fire Station No. 53. Price discussion for the land in question have occurred between ESD No. 3 and the realtor. CFO Hemphill

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will submit the proposal to the District's Attorney for review once received. She stated she will update the Board once she receives information/legal advice back from the Attorney.

Compensation Committee:

CFO Hemphill stated that information regarding compensation will be reported under Strategic Planning.

Strategic Planning Committee:

President Magloff presented the Strategic Plan draft with the Board and reviewed the revisions that were made to last years' Strategic Plan. Discussion occurred and revision suggestions were made. CFO Hemphill noted the suggestions and changes requested and revisions will be made.

Canyon Lake Fire/EMS, Inc:

Nothing new to report. A future meeting date will be determined.

Canyon Lake Professional Firefighters Association Local 4713:

Nothing new to report.

OLD BUSINESS:

No old business.

NEW BUSINESS:

New business item number six was moved up to the beginning of this meeting.

Commissioner's Comments:

No Commissioner comments.

Announcements:

No Announcements.

Next Meeting: Thursday, July 24TH at 1:30 PM Regular Monthly Meeting.

Adjournment: Meeting Adjourned at 2:29 PM.