

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of April 17, 2025

Regular Monthly Meeting

The following Commissioners were present: **Stuart Magloff, Don Wagner, Susan Shirley-Menzel, Alan Stahlman and Holly Gill.** Fire Chief Robert Mikel, Assistant Fire Chief Christopher Clapper, CFO Angela Hemphill, HDL representative Amy Flanigan, Pat Siddons, owner of Siddons-Martin and Steve Brozovic, Service Manager with Siddons-Martin were present. Battalion Chief Justin Lowth, joined the meeting at 2:21 PM. Commissioner Shirley-Menzel left the meeting at 3:00 PM.

Call to Order and Confirmation of a Quorum:

President Magloff 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.

Citizens' Comments:

All Citizens introduced themselves and their companies.

Approval of Minutes:

The March Regular Meeting minutes were reviewed by the Board.

MOTION: Commissioner Wagner moved to accept the March 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 along with property and sales tax collections and was noted that there is nothing out of the ordinary with the collections to report. She then presented the Quarterly Investment Report.

MOTION: Commissioner Wagner moved to accept the Quarterly Investment Report. Commissioner Shirley-Menzel seconded.

ACTION: The motion passed unanimously.

CFO Hemphill then introduced Amy Flanigan who gave a HDL Sales Tax Assurance presentation on the sales tax process and how vendors are tracked to assure that Comal County ESD No.3 is receiving appropriate taxes. Discussion was held with the Commissioners who then thanked Ms. Flanigan for her presentation.

President Magloff then requested that the Siddons-Martin representatives be able to speak regarding their Accounts Receivable software issue that has caused an issue of several outstanding invoices owed over a 2-year period. Mr. Pat Siddons spoke to the board about the internal new financial system challenges as a root cause of the delayed invoicing and his desire to work with the district to resolve back invoices and any discrepancies. Mr. Siddons relayed that we were not the

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only agency affected by this software issue. The board thanked Mr. Siddons and Mr. Brozovic for their attendance and explanation of the AR/AP situation.

Chief's Report

Chief Mikel stated that he was going to forgo the quarterly report due to the number of items on the agenda. Chief Mikel requested that board ratify President Magloff's emergency approval to allow personnel to donate time from their Sick Bank to a Probationary Firefighter who recently had a medical emergency requiring surgery. The board and Chief Mikel discussed the request and authorized the donation for this request only but requested Chief Mikel develop a policy related to this type of situation/need and bring to board for consideration.

Committee Reports:

Apparatus Committee:

Nothing new to report

Audit Committee: Audit currently underway. Auditors should have draft report available early to mid-May for review.

Budget and Finance Committee: The reserve funds transfer to Security State Bank & Trust is currently being finalized. This committee to report back once the transfer is complete and successful. Ms. Hemphill presented a budget amendment to the FY25 budget requesting an increase bringing total expenses to \$15,688,584.86. The funds will be allocated to the Capital Expense line for Bunker Gear to aid in the upcoming purchase order request for Bunker Gear.

MOTION: Commissioner Wagner moved to approve the FY25 budget amendment request as presented. Commissioner Stahlman seconded.

ACTION: The motion passed unanimously.

Building Committee: Chief Mikel and Ms. Hemphill informed the board of land availability for Station 53. The board assigned Commissioners Stahlman and Gill to investigate the land further and bring additional information back to the board.

Compensation Committee:

Nothing new to report.

Strategic Planning Committee:

Nothing new to report.

Canyon Lake Fire/EMS, Inc:

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

Canyon Lake Professional Firefighters Association Local 4713:

Representatives not present at this meeting.

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OLD BUSINESS:

6. Consider, discuss and take appropriate action on a contract with Rosborough Project Management for services regarding the Administration/Training/Logistics facility and Fire Station 52.

This item was tabled as the building committee was still in the process of plan review and not ready to propose a contract.

NEW BUSINESS:

7. Ratification of President Magloff's emergency approval of additional bathroom and floor repairs due to water leaks and mold damage of Station 51 totaling \$40,868.16

Chief Mikel explained the additional repairs needed.

MOTION: Commissioner Wagner moved to ratify the emergency approval and increase the Purchase for this work to \$40,868.16. Commissioner Gill seconded.

ACTION: The motion passed unanimously.

8. Consider, discuss and take appropriate action on proposed agreement between CCESD No. 2, CCESD No.3 and Comal County Water Oriented Recreation District (WORD) for Emergency Service for the 2025 season.

Ms. Hemphill stated that the personnel rate did increase to \$55/hr. per person due to the changes made to the pay structure. This will cover the salaries of most of the district's personnel. The board requests involvement in next year's contract review and negotiations.

MOTION: Commissioner Gill moved to approve the 2025 Service Agreement with Comal County WORD as presented. Commissioner Wagner seconded.

ACTION: The motion passed unanimously.

9. Consider, discuss and take appropriate action on proposed utility easement agreement between Texas Water Company and Comal County ESD No. 3 for 10x10 Water Easement on Station 52 property for after construction of new facility.

Ms. Hemphill stated that due to the new tap location for the future build of Station 52, the Texas Water Company is requesting a 10x10 easement for access to the tap. Ms. Hemphill reviewed the easement agreement along with a markup rendering of the location of the easement with the board.

MOTION: Commissioner Stahlman moved to approve the utility easement agreement with Texas Water Company as presented. Commissioner Gill seconded.

ACTION: The motion passed unanimously.

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10. Ratification of President Magloff's emergency approval of purchase order 25020034 for ladder truck maintenance through Siddons Martin Emergency Group totaling \$38,279.57.

Chief Mikel reviewed the repairs/PM needed with the board.

MOTION: Commissioner Wagner moved to ratify the emergency approval of repairs to Truck 51 totaling \$38,279.57. Commissioner Gill seconded.

ACTION: The motion passed unanimously.

11. Consider, discuss and take appropriate action on the purchase order for Stations 54/56 shower repairs through Superb Roofing & Restoration totaling \$34,949.40

Chief Mikel reviewed the repairs needed for the showers at Station 54/56. Discussion occurred.

MOTION: Commissioner Stahlman moved to approve the proposed purchase order for Superb Roofing and Restoration for Stations 54/56 shower repairs totaling \$34,949.40. Commissioner Gill seconded.

ACTION: The motion passed unanimously.

12. Consider, discuss and take appropriate action on purchase order for Station 51 roof replacement through Superb Roofing & Restoration totaling \$105,678.38 (insurance claim)

Chief Mikel reviewed the proposal submitted by Superb Roofing and Restoration for Station 51 roof replacement and the adjuster's involvement under the insurance claim. Discussion occurred with the board.

MOTION: Commissioner Wagner moved to approve the proposed purchase order for Superb Roofing and Restoration for Station 51 Roof replacement totaling \$105,678.38. Commissioner Gill seconded.

ACTION: The motion passed unanimously.

13. Consider, discuss and take appropriate action on purchase order for 92 set of bunker gear (PPE) through Dooley Tackaberry totaling \$315,261.00 (Budget Amendment)

Chief Mikel stated that the replacement program for bunker gear needed modification and due to the time parameters for current gear and the district's intent to follow the 2nd set guideline through TCFP and NFPA, he is requesting we move forward to the purchase of 92 sets of gear. The budget amendment approved earlier will allow this to move forward per Ms. Hemphill. Discussion occurred.

MOTION: Commissioner Stahlman moved to approve the proposed purchase order for 92 sets of Bunker Gear through Dooley Tackaberry totaling \$315,261.00. Commissioner Gill seconded.

ACTION: The motion passed unanimously.

Minutes taken by: CFO Angela Hemphill
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14. Consider, discuss and take appropriate action on proposed agreement between ABC Fire Systems, LLC and Comal County ESD No. 3 for monitoring services for Stations 51, 54, 55 and 56.

Ms. Hemphill stated that the district has elected to transition all Fire Panels/Sprinkler System monitoring/PMs and repairs to ABC Fire Systems, LLC in New Braunfels. This agreement is for the monitoring portion of the service and a Form 1295 has been filed with Texas Ethics Commission

MOTION: Commissioner Gill moved to approve the proposed agreement for Fire Alarm monitoring service through ABC Fire Systems, Inc. Commissioner Wagner seconded.

ACTION: The motion passed unanimously.

Commissioners Comments:

No Commissioners comments.

Announcements:

Next Meeting: Thursday, May 29, 2025 at 11:30 AM Regular Monthly Meeting.

Adjournment: Meeting Adjourned at 4:15PM