

**COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3**

**MINUTES of February 16, 2023**

**Regular Monthly Meeting**

The following commissioners were present: **Don Wagner, Susan Shirley-Menzel and Alan Stahlman. Assistant Chief Christopher Clapper** CFO Angela Hemphill, Benefits Specialist Shawna Bantis, Engineer Charles Richard and citizen Bill Daschner were also in attendance. Commissioner's Stuart Magloff and Holly Gill as well as Fire Chief Robert Mikel were not in attendance for this meeting.

**Call to Order and Confirmation of a Quorum:**

President Wagner called the meeting to order at 1:32 PM, and declared that a quorum was present.

**Citizen's Comments:**

Engineer Charles Richard spoke to the Commissioner's on behalf of Canyon Lake Professional Firefighter's Association in regards to the status of the Fire/EMS scholarships that are awarded to local high school students and that they continue to raise funds to continue this award. Engineer Richard was also happy to announce that CLPFFA was awarded "Non-Profit of the Year" by the Canyon Lake Area Chamber of Commerce. He mentioned the desire to create more public outreach opportunities such as disaster relief both locally and possibly internationally.

Citizen Bill Daschner commented that he's in attendance today to introduce himself and offer his assistance to us if needed as he's a former firefighter.

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

**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. The Board accepted the report.

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

Assistant Fire Chief Clapper presented the status report as Fire Chief Mikel was not in attendance for this meeting. It was reported that the recent Active Shooter Training went very well and was successful in bringing different agencies together for a common goal.

Our CAD radios are installed and waiting for the county to complete their CAD/radio communications set up.

Our current Paramedic Program will start on February 22. The classroom portion of the course will be held at Station 51 on Monday, Wednesday and Fridays until the clinical rotations and medic ride-outs begin.

Assistant Chief Clapper updated the Board on the Lieutenant's Hiring Process and stated that the chosen candidate will be announced soon.

It was reported that there is a formal agreement for Automatic Aid in process between ESD No. 3 and ESD No. 7 and that we are awaiting final determination of the agreement from legal.

Continued efforts are being made between both ESD's and the county engineer's office to finalize the boundary lines and jurisdictions. Once the Automatic Aid Agreement is in place then dispatch

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will know to automatically tone out either Canyon Lake Fire/EMS or New Braunfels Fire Department to an address that falls within their jurisdiction.

Finally, Assistant Chief Clapper updated the Board on the status of the two new staff vehicles and the two current staff vehicles (Dodge Chargers) that will be declared surplus and sold at auction.

**Committee Reports:**

**Apparatus Committee:**

Nothing new to report.

**Audit Committee:**

CFO Hemphill noted that the FY 2022 Audit schedule will be March 1<sup>st</sup> for approximately a week, with the report being delivered before May 31<sup>st</sup>.

**Budget / Finance Committee:**

Nothing new to report.

**Building Committee:**

Commissioner Stahlman stated that brush removal along the property line at Station 52 is near completion and the fence will be taken down next. The Surveyor will then stake lines on the property at every fifty feet once all clear.

**Compensation Committee:**

President Wagner stated that CFO Hemphill has requested that the previously implemented vehicle allowance she was granted be eliminated from her compensation and instead a mileage reimbursement be implemented.

**MOTION:** President Wagner moves to eliminate the vehicle allowance previously implemented to CFO Hemphill's compensation and instead implement a mileage reimbursement. Commissioner Shirley-Menzel seconds.

**ACTION:** The motion passed unanimously.

**Strategic Planning Committee:**

CFO Hemphill stated that the template with the assignments have been sent out to the Board and the findings from the assignments will be put into the Master Plan for consideration. Committee meetings will take place in March. The goal is to present the consolidated Master Plan to the Board in May.

**Canyon Lake Fire/EMS, Inc:**

The CLF/EMS, Inc. Board have decided to utilize some of the donations received for the Peer Counseling Program and the implementation of a Canyon Lake Fire/EMS Dive Team. An update was given on donations to date.

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**NEW BUSINESS:**

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE PROPOSED PURCHASE ORDER OF FIRE EQUIPMENT FOR ENGINE 52 TOTALING \$49,577.60 THROUGH METRO FIRE APPARATUS SPECIALISTS (BUDGETED).**

Assistant Chief Clapper discussed the need for fire equipment for Engine 52 which will be purchased through Metro Fire Apparatus Specialists.

**MOTION:** Commissioner Shirley-Menzel moved to approve the proposed purchase order of fire equipment for Engine 52 totaling \$49,577.60 through Metro Fire Apparatus Specialists (budgeted). Commissioner Stahlman seconded.

**ACTION:** The motion passed unanimously.

**Commissioners Comments:**

Commissioner Stahlman requested that the Public Comment section remain strictly at three minutes per person. If a citizen would like to speak longer than the allotted three minutes, they will need to be added to the agenda.

**Announcements:**

No announcements at this time.

**Next Meeting:** Thursday, March 16 at @1:30 PM Regular Monthly Meeting.

**Adjournment:** Meeting Adjourned at 2:53 PM.