

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of March 20, 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, Human Resources Generalist Shawna Bantis, Lieutenant Charles Richard and citizen Allan Barrie were also in attendance. Citizen Ryan Rosborough joined the meeting at 1:41pm. Commissioner Stahlman left the meeting at 2:30 pm.

Call to Order and Confirmation of a Quorum:

President Magloff called the meeting to order at 1:31 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:

Allan Barrie stated that he attended a previous Commissioners Court meeting and briefly thanked the Board for their leadership and continued support of the Department and the Canyon Lake Community.

Approval of Minutes:

The February Regular Meeting minutes were reviewed by the Board.

MOTION: Commissioner Wagner moved to accept the February 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 relayed that sales tax for March 2025 is 12.5% higher compared to March of 2024. She relayed that a representative from HDL Sales Tax Assurance will attend the April Regular Meeting to discuss the sales tax collection process, and how sales tax is tracked to ensure that vendors from outside our jurisdiction who are performing work or supplying materials locally are paying the appropriate taxes.

Chief's Report

Fire Chief Mikel updated the Board on recent activities and the status of Battalion Chief Kahanek's deployment. He is still currently deployed with TIFMUS, fighting wildfires across the state. He noted that with the current critical fire danger, two optional extra duty positions have been implemented to staff a Brush Truck on stand-by at Station No. 54 to raise our preparation level given the heightened potential fire conditions.

Fire Chief Mikel updated the Board on the upcoming new hire process and stated that there are 28 applicants scheduled to test tomorrow, March 21st to fill a total of 7 current available positions.

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He updated the Board on the water leaks and mold damage found at Station No. 51, No. 54 and No. 56. The water leaks have been resolved and the showers are currently being replaced with an anticipated completion for the end of March. Fire Chief Mikel stated that the cost for Station No. 51's repairs are anticipated to be approximately \$15,000 more than what was originally quoted due to the extensive water damage in and around the showers. Once the showers have been redone and the mold remediation completed, a mold expert will be scheduled to conduct testing to ensure all mold has been remediated. He reported that he is still working with the original contractor of Station No. 54 and Station No. 56 to see if the repairs may fall under warranty. Fire Chief Mikel will put forth a request for the additional \$15,000.00 for this project.

Fire Chief Mikel also reported that Station No. 51 is in the process of getting the roof replaced due to extensive hail damage.

He also reported that he recently met with area Fire Chief's and The Texas Water Company regarding future water hydrant flow testing. It was determined that The Texas Water Company will take over all hydrant and water flow testing along with scheduled maintenance.

Committee Reports:

Commissioner Stahlman asked that the Building Committee Report occur at this time*

Building Committee:

Commissioner Stahlman gave a brief update on where Station No. 52 and the Administrative Building construction stands but there was nothing significant to report at this time.

****New Business Item Number 7 was addressed at this time****

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE REQUEST FOR QUALIFICATION PROCESS FOR PROJECT MANAGEMENT SERVICES FOR THE ADMINISTRATION/TRAINING/LOGISTICS FACILITY AND FIRE STATION NO. 2.

CFO Hemphill reported that three Request for Qualifications (RFQ's) for Project Management Services were submitted. The Building Committee reviewed the RFQ's and recommended that Rosborough Program Management be selected and then begin contract negotiations.

MOTION: Commissioner Gill moved to approve the proposed selection of Rosborough for Project Manager for Station No. 52 and the Administration Building. Commissioner Wagner seconded.

ACTION: The motion passed unanimously.

Apparatus Committee:

Fire Chief Mikel reported that the two Engine builds are still on track for completion in Fall of 2025. He also reported that a new 2025 Brush Truck purchase, Brush 54 will be discussed under New Business Item Number 6.

****New Business Item Number 6 was addressed at this time****

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CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR A 2025 SKEETER FORD F550 BRUSH TRUCK THROUGH SIDDONS MARTIN EMERGENCY GROUP, LLC TOTALING \$308,545.00 (BUDGETED).

Fire Chief Mikel discussed the proposal and need for the additional Brush Truck for Station No. 54 with a budgeted cost of \$308,545.00. Delivery time is estimated at 12-16 months and will be paid in full.

MOTION: Commissioner Stahlman moved to approve the proposed purchase order in the amount of \$308,545.00 (Budgeted) to Siddons Martin Emergency Group, LLC for a 2025 Skeeter Ford Brush Truck. Commissioner Shirley-Menzel seconded.

ACTION: The motion passed unanimously.

Audit Committee:

CFO Hemphill stated that the FY24 pre-audit meeting is scheduled for today, March 20, 2025, between the Audit Committee and auditors, ABIP.

Budget and Finance Committee:

Commissioner Wagner and CFO Hemphill reported on the ongoing consideration of moving reserve funds from TexPool to Security State Bank. The funds are FDIC insured, coincide with current TexPool rates, therefore carrying no incremental risks to the department. The rationale for transferring funds is to support capital access in our local community through Security State Bank, which has proven to be a valuable partner to the department. Commissioner Wagner recommended that 2.5 million of current reserve funds be moved to SSB at first then moving the remaining reserve funds later for a total of 5 million.

MOTION:

Commissioner Wagner moved to approve moving 2.5 million in reserve funds from TexPool to Security State Bank. Commissioner Gill seconded.

ACTION:

The motion passed unanimously.

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:

Lieutenant Richard updated the Board on current Association activities. A partnership has been formed between the Association and a local coffee company, Kati Coffee Company. Kati Coffee approached the Association with a \$10,000 donation and stated that they would also like to

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name a brand of coffee after the Association. "Smoke on the Water" is what was chosen for CLPFFA's own brand of coffee with each bag sold earning the Association a 7% profit. Lieutenant Richard also stated that the Association is hosting a Pickle Ball Tournament for a local Canyon Lake Business to help raise funds and get more exposure for both the business and the Association.

OLD BUSINESS:

None.

NEW BUSINESS:

RATIFICATION OF PRESIDENT MAGLOFF'S EMERGENCY APPROVAL OF REPAIRS TO BATHROOMS AT STATION NO. 51 TOTALING \$26,022.32 (PO25020055).

Fire Chief Mikel discussed the ratification to the original PO for repairs to bathrooms at Station No. 51 due to extensive water leak damage and mold that was discovered.

MOTION: Commissioner Shirley-Menzel moved to approve the ratification of President Magloff's emergency approval of repairs to bathrooms at Station No. 51 totaling \$26,022.32 (PO25020055). Commissioner Wagner seconded.

ACTION: The motion passed unanimously.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED CLINICAL AFFILIATION AGREEMENT BETWEEN COMAL COUNTY ESD NO. 3, COMAL COUNTY ESD NO. 2 AND AXON EDUCATION, LLC ALLOWING STUDENTS TO PERFORM THEIR CLINICAL HOURS.

Fire Chief Mikel discussed what Axon Education, LLC is and what this agenda item entails. Axon Education, LLC is our current Paramedic School of choice where our personnel will attend school. Axon would like to be able to utilize our department for their own students to perform clinical ride-outs with us and in turn, they will give our department a discount for our personnels' paramedic school tuition fees.

MOTION: Commissioner Gill moved to approve the proposed clinical affiliation agreement between Comal County ESD No. 3, Comal County ESD No. 2 and Axon Education, LLC and allow their students to perform clinical ride-outs with our department. Commissioner Shirley-Menzel seconded.

ACTION: The motion passed unanimously.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PURCHASE ORDER AND AGREEMENT FOR PARAMEDIC SCHOOL BETWEEN COMAL COUNTY ESD NO. 3, COMAL COUNTY ESD NO. 2 AND AXON EDUCATION, LLC TOTALING \$18,945.00 FOR THREE (3) PERSONNEL TO ATTEND.

Fire Chief Mikel discussed the agreement between Comal County ESD No. 3, Comal County ESD No. 2 and Axon Education, LLC. Axon will give our department a tuition discount in the amount of \$1500.00 per student for us allowing their students to perform clinical ride-outs with our department.

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MOTION: Commissioner Shirley-Menzel moved to approve the proposed purchase order and agreement for paramedic school between Comal County ESD No. 3, Comal County ESD No. 2 and Axon Education, LLC totaling \$18,945.00 for three (3) personnel to attend. Commissioner Gill seconded.

ACTION: The motion passed unanimously.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE AGREEMENT BETWEEN COMAL COUNTY ESD NO. 3, COMAL COUNTY ESD NO. 2 AND KONA COAST VENTURES (WWA) FOR STANDBY EMERGENCY MEDICAL SERVICES FOR THE 2025 CONCERT SEASON.

CFO Hemphill discussed the agreement between Comal County ESD No. 3, Comal County ESD No. 2 and Kona Coast Ventures (WWA) for the 2025 concert season. She stated that the rates for standby emergency medical services will remain the same for 2025 as they were in 2024.

MOTION: Commissioner Gill moved to approve the proposed agreement between Comal County ESD No. 3, Comal County ESD No. 2 and Kona Coast Ventures (WWA) for standby emergency medical services for the 2025 concert season. Commissioner Shirley-Menzel seconded.

ACTION: The motion passed unanimously.

Commissioners Comments:

No Commissioners comments.

Announcements:

CFO Hemphill stated that she recently attended a hearing at The Texas State Capital with members of SAFE-D to hear about and participate in the review of senate and house bills that directly affect ESD's. She said it was advantageous to attend and invited the Commissioners to consider attending one of these meetings in the future. The meetings occur on the 3rd Tuesday of each month.

Next Meeting: Thursday, April 17th at 1:30 PM Regular Monthly Meeting.

Adjournment: Meeting Adjourned at 3:15 PM.