

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of March 9, 2022

Regular Monthly Meeting

The following commissioners were present: **Don Wagner, Susan Shirley-Menzel (arrived to meeting at 1:35pm), Stuart Magloff and Holly Gill.** Fire Chief Robert Mikel, Battalion Chief Jeffrey Kahane, Engineer Brandon Barnet, Benefits Specialist Shawna Bantis and CFO Angela Hemphill were also in attendance.

Call to Order and Confirmation of a Quorum:

President Wagner called the meeting to order at 1:33PM, and declared that a quorum was present.

Citizen's Comments: No citizen comments were made.

Approval of Minutes: The minutes were tabled by the Board per Angela Hemphill's request.

Treasurers / Chief Financial Officer's Report: CFO Hemphill reported on the monthly bills and invoices from February to include property and sales tax numbers.

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

Fire Chief Mikel reported on status of grants, the Resiliency Program, updates on the current TEEEX Paramedic Program along with an update on our previous class. All but two of the 19 medic students passed, one of those being our employee. That gives us a first-time pass rate of 84%. Chief spoke of Radio Communications and the status of the towers which are scheduled to be up by the end of the 3rd quarter/beginning of 4th. This will be a 6-tower system which will be more robust. Chief spoke of our current hiring process for both FF/EMT's and also Training Coordinator, both of which we are currently still accepting applications for. Chief, along with Engineer Richard will attend the next TFA class prior to graduation for recruitment purposes. Chief explained that Todd Frisk is working on getting us a dedicated IP address to clear up our email issues and this should occur next week. Chief reviewed the updated Fire Chief Job Description and asked the board to review and make changes if necessary, President Wagner asked that it be put on the April agenda for discussion and referred it to the Compensation Committee for consideration and comment. CFO Hemphill stated she will send out the job description word document with tracked changes prior to next month's meeting.

Committee Reports

Apparatus Committee:

No report at this time per Lieutenant Jon Steward but Commissioner Gill stated that they did have a meeting. They spoke of purchases for a new Battalion Vehicle and Supply Van that will need to be purchased this year. President Wagner asked about the delivery of our new Engine and Chief said possibly by the end of the year but that delivery may be delayed due to the Chassis manufacturing being delayed.

Audit Committee:

CFO Hemphill stated that the audit will begin on Monday, 3/14 and that an Audit Committee Meeting will be scheduled for the following week.

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Budget / Finance Committee:

CFO Hemphill presented the budget amendments which she had previously sent to Commissioners Stahlman and Magloff.

MOTION: Commissioner Magloff moved to accept the budget amendments and Commissioner Gill seconded.

ACTION: The motion passed unanimously.

Building Committee:

Our realtor has been in contact with the developer of the land adjacent to Station 52 and at this time, we are awaiting a proposal from the developer on the section of land we'd like to purchase.

Community Outreach:

Waiting for the Strategic Planning Committee to establish the initiative goals.

Compensation Committee:

Nothing new to report.

Strategic Planning Committee:

CFO Hemphill stated that she, Commissioner Gill, Commissioner Shirley-Menzel and Fire Chief Mikel will meet soon to discuss strategic planning and is working on that schedule now.

OLD BUSINESS

REPORT ON CREATION DOCUMENTS, ESD No. 7 / URBAN CIVIL:

Fire Chief Mikel stated that he has some concerns with the creation documents of the population zones/boundary lines as Bracken's are written poorly. Urban Civil must look at map closely to determine the creation documents from 1989. The Elections Coordinator does not seem to know the boundary lines either. President Wagner asked what the "end game" is if the boundary lines cannot be determined. First step is finding exhibits A & B then go from there.

UPDATE ON THE SHAPE FILE CREATION:

CFO Hemphill informed the board that the we are currently working towards determining the boundary line for ESD No. 6 in 1989/1990 in order to determine our boundary line.

NEW BUSINESS

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE RATIFICATION OF APPROVAL BY PRESIDENT WAGNER FOR PO 220301-6

President Wagner asked that Chief Mikel explain the cost associated with the CAD trial. The total was \$6875 which ESD No. 3 paid for up front, however, the cost was split 3-ways between ESD No.3, Bracken and BSB.

MOTION: Commissioner Shirley-Menzel moved to accept the fees. Commissioner Magloff seconded.

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ACTION: The motion passed unanimously.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON AGREEMENTS FOR KONA COAST VENTURES:

Chief Mikel explained that there is a 7.8% increase in our cost / fees to Kona Coast and WORD. CFO Hemphill also explained the fees vs. our overtime rates and how that breaks down.

MOTION: Commissioner Magloff moved to approve the agreement between Comal County ESD No. 3 and Kona Coast Ventures. Commissioner Shirley-Menzel seconded.

ACTION: The motion passed unanimously.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON AGREEMENTS FOR WORD:

Chief Mikel explained that there is a 7.8% increase in our cost / fees to Kona Coast and WORD. CFO Hemphill also explained the fees vs. our overtime rates and how that breaks down.

MOTION: Commissioner Shirley-Menzel moved to approve the agreement between Comal County ESD No. 3 and WORD. Commissioner Magloff seconded.

ACTION: The motion passed unanimously.

Announcements: CFO Hemphill reminded all that our Annual Pinning and Awards Ceremony is being held on Saturday, April 9th at 10:30 am. The location is Canyon Lake High School.

Next Meeting: Thursday, April 21st @ 1:30 PM Regular Monthly meeting

Adjournment: Meeting Adjourned at 3:09 PM