

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

**MINUTES of January 8, 2026**

**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 and citizen Kayne Parrish were also in attendance. Lieutenant Jacob Garcia joined the meeting at 2:03 PM. Fire Chief Mikel left the meeting at 1:44 PM.

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

President Magloff called the meeting to order at 1:32 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:**

Kayne Parrish, a New Braunfels firefighter on the campaign trail for Comal County Judge, attended the meeting and spoke briefly.

**Chief's Report – Moved to this point in the meeting.**

Fire Chief Mikel presented an operational report to the Board. He reviewed response time averages, call volume and ESD No. 6 Interlocal Agreement responses.

He reported that two candidates from the recent Fall Hiring Process will begin their two-week orientation on January 26<sup>th</sup> and move to full-time operations on February 9<sup>th</sup>.

He reported that there has been a dispatch issue leading to a complete communications error between Comal County Dispatch and local First Responder Agencies to include Comal County ESD No. 3. This has been determined to be a Comal IT issue and Comal IT is currently working to resolve the issue. A workaround process has been put in place during these intermittent system outages. A meeting will be held on January 26<sup>th</sup> to propose a plan to have alternate procedures in place for emergency dispatch.

**Confirmation of Reappointment and Taking Oath of Office Current Commissioners.**

Commissioners Wagner, Shirley-Menzel and Magloff confirmed they were reappointed and completed the Oath of Office.

**Election of Officers for 2026:**

**MOTION:** Commissioner Wagner moved to approve the slate of Officers as follows:

President: Stuart Magloff  
Vice President: Holly Gill  
Secretary: Susan Shirley-Menzel  
Treasurer: Don Wagner  
Assistant Treasurer: Alan Stahlman

Commissioner Shirley-Menzel seconded.

**ACTION:** The motion passed unanimously.

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**Motion for Authorization Given to Check Signers:**

No changes made; no action taken.

**Establish Date and Time of Monthly Meetings:**

The regular monthly meetings will occur on the third Thursday of each month at 1:30PM unless otherwise changed by the Board.

**Review and Reaffirmation of Standard Operating Guidelines, i.e., Line of Succession, Presidential Motions and Voting, Citizen Comments, etc.:**

No changes made; no action taken.

**Consider, Discuss and Take Appropriate Action on Proposed Investment Policy for FY26 and Appointment of Investment Officer(s):**

No changes made to current proposed Investment Policy for Fiscal Year 2026 and no changes made to current Investment Officer(s).

**MOTION:** Commissioner Wagner moved to approve the proposed Investment Policy for Fiscal Year 2026 and appointment of Angela Hemphill and Don Wagner as Investment Officers(s). Commissioner Gill seconded.

**ACTION:** The motion passed unanimously.

**Appointment of Commissioners to Committees:**

- \*Apparatus – Commissioner Stahlman (Chair) and Commissioner Gill
- \*Audit – Commissioner Wagner (Chair) and Commissioner Gill
- \*Budget and Finance – Commissioner Wagner (Chair) and Commissioner Stahlman
- \*Building – Commissioner Stahlman (Chair) and Commissioner Shirley-Menzel
- \*Compensation – President Magloff (Chair) and Commissioner Wagner
- \*Strategic Planning – Commissioner Gill (Chair) and President Magloff
- \*ESD No. 3 Representatives (2) to Canyon Lake Fire/EMS, Inc. Board – Commissioner Shirley-Menzel and President Magloff.

**Approval of Minutes:**

The December Regular Meeting Minutes were reviewed by the Board.

**MOTION:** Commissioner Wagner moved to accept the December Regular Monthly Meeting Minutes. Commissioner Gill 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 comparison. The budget vs. actual was reviewed. The expenses for the month were discussed as well as review of the vendor summary. Property and sales tax collections were explained.

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The 4<sup>th</sup> Quarter Investment Report was tabled until the February regular monthly meeting.

**Committee Reports:**

**Apparatus Committee:**

CFO Hemphill explained the proposed purchase order of \$25,943.00 (FY26 Budget) to Brigg's Equipment for the purchase of a 2026 Polaris Pro XD 6x6 to the Board. This will replace the current off-road vehicle the department currently utilizes for emergencies.

**MOTION:** Commissioner Stahlman moved to approve the proposed purchase order of \$25,943.00 (FY26 Budget) to Brigg's Equipment for the purchase of a 2026 Polaris Pro XD 6x6. Commissioner Gill seconded.

**ACTION:** The motion passed unanimously.

**Audit Committee:**

A pre-audit meeting between the Audit Committee and ABIP CPA's & Advisors will be held on February 19<sup>th</sup>. The audit is scheduled to begin on March 23, 2026.

**Budget and Finance Committee:**

The proposed Fiscal Year 2025 and Fiscal Year 2026 budget amendments were tabled until the February regular monthly meeting.

**Building Committee:**

CFO Hemphill updated the Board on the construction progress of Station No. 52 and the Administrative/Training Building.

**Compensation Committee:**

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

**Strategic Planning Committee:**

President Magloff stated that a future meeting date between ESD No. 2 and ESD No. 3 to review the 2026 Strategic Plan will be determined.

**Canyon Lake Professional Firefighters Association Local 4713:**

Nothing new to report.

**OLD BUSINESS:**

CFO Hemphill stated that a hiring notice has been posted for the proposed added position to the administrative staff of a Procurement and Financial Support Specialist. Several resumes have been submitted to date. Once the resume submittal deadline has been reached and a meeting between CFO Hemphill, Fire Chief Mikel and the Compensation Committee occurs, an interview process date will be determined.

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**NEW BUSINESS:**

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED AGREEMENT BETWEEN COMAL COUNTY ESD NO. 3 AND FRONT LINE MOBILE HEALTH, LLC TO CONDUCT ANNUAL MEDICAL PHYSICALS IN ACCORDANCE WITH NFPA 1582 AT A COST OF \$890.00 PER PERSONNEL (BUDGETED). This agenda item was tabled until the February regular monthly meeting.

DISCUSS PREPARATION FOR PRESENTATION TO COMAL COUNTY COMMISSIONER'S COURT ON JANUARY 29, 2026.

CFO Hemphill presented the Annual Report 2025 to the Board. Discussion occurred and minor edits were requested prior to presenting the Report at Commissioner's Court.

**Commissioner's Comments:**

No Commissioner comments.

**Announcements:**

CFO Hemphill stated that registration and hotel accommodations have been secured for the SAFE-D Conference which is scheduled for January 29<sup>th</sup> - 31<sup>st</sup> in San Antonio.

**Next Meeting:** Thursday, February 19<sup>th</sup>, 2025 at 1:30 PM Regular Monthly Meeting.

**Adjournment:** Meeting Adjourned at 3:24 PM.