

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of March 16, 2023

Regular Monthly Meeting

The following Commissioners were present: **Don Wagner, Susan Shirley-Menzel, Holly Gill and Stuart Magloff.** Fire Chief Robert Mikel, CFO Angela Hemphill, Benefits Specialist Shawna Bantis, Battalion Chief Jeffrey Kahanek and citizen Bob Janusaitis were in attendance. Assistant Chief Christopher Clapper arrived at 1:40PM, Commissioner Alan Stahlman was 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:

Citizen Bob Janusaitis expressed gratitude to our Firefighters for the quick work and professionalism displayed in extinguishing a fire in his neighborhood recently.

Approval of Minutes: The February 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:

Fire Chief Mikel reported that we have received a grant through STRAC for EMS training and will delegate those funds where needed most.

The CAD Radio System implementation has been pushed back to June by the County. Radio communications had problems with the alarm system that required on duty personnel to continually monitor CAD dispatches during that time.

Fire Chief Mikel announced that Lieutenant Brett Parker was promoted to Captain on C Shift and that Firefighter David Momone was promoted to Lieutenant on B Shift. We are currently holding a hiring process to bring on two additional entry-level Firefighters to fill the vacant positions.

It was reported by CFO Hemphill that there is still some confusion in regards to the boundary lines between ESD No. 3 and ESD No. 7 and that this is being worked out with Comal County Appraisal District and ESD No. 7. A resolution should soon follow so that there will be no more "gray area" with the boundary lines.

Committee Reports:

Apparatus Committee:

Fire Chief Mikel updated the Board on the procurement of two new GMC trucks that will be used as staff vehicles and that the existing two Chargers that were the former staff vehicles be listed as surplus and excess equipment and sold at auction within 14 days. It was also stated that we are taking possession of the new GMC staff vehicle on 3/15 and the supplies van should arrive in 4-5 weeks.

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of March 16, 2023

Regular Monthly Meeting

MOTION: Commissioner Gill moved to declare two Chargers as surplus and excess equipment and be sold at auction. Commissioner Shirley-Menzel seconded.

ACTION: The motion passed unanimously.

Audit Committee:

CFO Hemphill noted that the FY 2022 pre-audit meeting will be conducted on March 27th. The audit schedule will be March 27th through April 7th.

Budget / Finance Committee:

Nothing new to report at this time.

Building Committee:

CFO Hemphill stated that a final meeting with a 3rd party for the feasibility study at Station No. 52 will occur on March 23rd and that a request for quote with an architect will occur shortly thereafter.

Compensation Committee:

Nothing new to report at this time.

Strategic Planning Committee:

Commissioner Magloff stated that several meetings will be set-up with the Committees to conduct upcoming research review for the Master Plan.

Canyon Lake Fire/EMS, Inc:

Commissioner Shirley-Menzel stated that she has handed out additional donations drive letters to the local RV resorts.

NEW BUSINESS:

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE RATIFICATION OF PRESIDENT WAGNER'S AUTHORIZATION TO CHIEF MIKEL FOR REPAIRS BY SIDDONS MARTIN ON E52 (UNIT 4907) IN THE AMOUNT OF \$24,600.95 TO RETURN THIS UNIT TO SERVICE. REPAIRS INCLUDE REPLACING THE RADIATOR AND FRONT AND REAR BRAKES.

Fire Chief Mikel discussed the needed repairs to Engine 52 through Siddons Martin, those repairs are complete and the unit is ready to return to service.

MOTION: Commissioner Shirley-Menzel moved to approve the ratification of President Wagner's authorization to Chief Mikel for repairs by Siddons Martin on E52 in the amount of \$24,600.95. Commissioner Gill seconded.

ACTION: The motion passed unanimously.

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of March 16, 2023

Regular Monthly Meeting

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE RATIFICATION OF PRESIDENT WAGNER'S AUTHORIZATION TO CHIEF MIKEL FOR EMPLOYEE PHYSICALS WITH FRONTLINE MOBILE HEALTH IN THE AMOUNT OF \$48,875.00.

Fire Chief Mikel discussed the process in which the employee annual physicals are conducted and what Frontline Mobile provides for the cost associated.

MOTION: Commissioner Magloff moved to accept the ratification of President Wagner's authorization to Chief Mikel for employee physicals with Frontline Mobile Health in the amount of \$48,875.00. Commissioner Gill seconded.

ACTION: The motion passed unanimously.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE PROPOSED PURCHASE ORDER TO MOTOROLA SOLUTIONS FOR THE PURCHASE OF FIVE PORTABLE RADIOS IN THE AMOUNT OF \$49,910.57.

Fire Chief Mikel discussed the need for the additional five portable radios and the cost associated.

MOTION: Commissioner Gill moved to accept the proposed purchase order to Motorola Solutions for the purchase of five portable radios in the amount of \$49,910.57. Commissioner Shirley-Menzel seconded.

ACTION: The motion passed unanimously.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE PURCHASE ORDER TO CENTER FOR HEALTH SCIENCES FOR THE PARAMEDIC CLASS CCS COURSE IN THE AMOUNT OF \$6,000.00.

Assistant Fire Chief Clapper discussed the benefits and costs associated with the paramedic students taking a CCS course through Center for Health Sciences. This is part of the curriculum for the paramedic class we are hosting.

MOTION: Commissioner Gill moved to accept the proposed purchase order to Center for Health Sciences for the paramedic class CCS Course in the amount of \$6,000.00. Commissioner Shirley-Menzel seconded.

ACTION: The motion passed unanimously.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON THE PROPOSED AGREEMENT BETWEEN COMAL COUNTY ESD NO. 3, COMAL COUNTY ESD NO. 2 AND KONA COAST VENTURES FOR ON-SITE EMS DURING THE 2023 CONCERT SEASON.

CFO Hemphill explained the proposed new rates for the 2023 concert season which is about 38% higher than last years' concert season rates.

MOTION: Commissioner Shirley-Menzel moved to accept the proposed agreement between Comal County ESD No. 3, Comal County ESD No. 2 and Kona Coast Ventures for on-site EMS during the 2023 concert season. Commissioner Magloff seconded.

ACTION: The motion passed unanimously.

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3
MINUTES of March 16, 2023
Regular Monthly Meeting

Commissioners Comments:

No Commissioner comments.

Announcements:

Fire Chief Mikel stated that we are looking into obtaining a new online EPCR and training software platform to merge our existing multiple platforms into one. There will be more to follow on this.

Next Meeting: Thursday, April 20 at @1:30 PM Regular Monthly Meeting.

Adjournment: Meeting Adjourned at 3:07 PM.