

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

**PUBLIC NOTICE**

The Board of Commissioners of Comal County Emergency Services District No. 3  
will hold a **Regular Monthly Meeting** on **December 12, 2023 at 1:30 PM**  
at Canyon Lake Fire/EMS Station 51, 1074 Scissortail, Canyon Lake, TX 78133.

This meeting is open to the public.

1. Invocation, Pledges of Allegiance, Call to Order, and Statement of Quorum.

**PUBLIC COMMENT**

2. In accordance with the Texas Attorney General's opinion, any public comment that is made on an item that is not on the published final agenda will only be heard by the Board of Commissioners. No formal action, discussion, deliberation, nor comment will be made by the Board of Commissioners.  
It is also the policy of Comal County Emergency Services District No. 3 that Public Comment at regular monthly meetings of the Board of Commissioners will be limited to a total of 20 minutes, and individual comments will be limited to 3 minutes. A speaker may not speak for more than 3 minutes by accumulating time periods of other speakers.

**REPORTS/ACTION ITEMS**

3. Discuss, consider and take appropriate action on acceptance of the meeting minutes from the November Regular Meeting.
4. Discuss, consider and take appropriate action on reports from treasurer and District Chief Financial Officer, including:
  - Monthly bills and invoices;
  - Monthly financial report;
  - Status of billing services by EmergiFire
5. Discuss, consider and take appropriate action on Reports from the Fire Chief:
  - Operational report;
  - Status YTD Report: Grants (Awarded and Pending);
  - Status on new applications for replacement personnel;
  - Update on status of the CAD and radio communication;
  - Status of meeting about the radio alerting system with Motorola, Westnet and involved Fire Chiefs;
  - Update on status of TEEX 2023 Paramedic Program;
  - Update on status of TEEX 2024 Paramedic Program;

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

- Status on Tender 55 Unit 3856;
- Status of SCBA equipment and disposition of surplus equipment;
- Status of disposition of surplus communications equipment;
- Status of multiagency dive team vs “All Hazard Team;”
- Status of the Automatic Aid Agreement with ESD No. 7.
- General discussion and question

**COMMITTEE REPORTS**

**Apparatus** – Alan Stahlman (Chair), Holly Gill

Discuss, consider and take appropriate action on a status report:

- Current and Future needs.

**Audit** – Don Wagner (Chair)

Discuss, consider and take appropriate action on a status report:

- Consider, discuss and take appropriate action on the engagement letter for the FY23 Financial Audit.

**Budget and Finance** – Alan Stahlman (Chair), Stuart Magloff

Discuss, consider and take appropriate action on a status report.

- Consider, discuss and take appropriate action on proposed FY23 budget amendments
- Consider, discuss and take appropriate action on proposed FY24 budget amendments

**Building** – Alan Stahlman (Chair), Susan Shirley-Menzel

Discuss, consider and take appropriate action on a status report from the Building Committee.

- Status of Station 52 site work proposal for consideration and vote.
- Status of search for property to replace Station 53.
- Status of negotiations for a pricing contract with Martinez Architects.

**Compensation Committee** – Holly Gill (Chair), Stuart Magloff

Consider, discuss and take appropriate action on a status report including:

- The Board will enter into a closed meeting pursuant to the Texas Government Code Section 551.074 to consider and discuss the recommendations of the Compensation Committee about the Job Performance and 2024 Goals for the Fire Chief Robert Mikel and for the Chief Financial Officer Angela Hemphill;
- Approval of the proposed FY24 Compensation for the Fire Chief;
- Approval of the proposed FY24 Compensation for the Chief Financial Officer.

**Strategic Planning** – Holly Gill (Chair), Stuart Magloff

Discuss, consider and take appropriate action on a status report

COMAL COUNTY  
EMERGENCY SERVICES DISTRICT No. 3

Canyon Lake Fire/EMS, Inc. – Susan Shirley-Menzel (Bob Janusaitis, President)

- Status on allocations from previous donations being used for PulsePoint CAD implementation,
- Status on CPR classes for 550 people,
- Status on the smoke detector program.

OLD BUSINESS

6. Consider discuss and take appropriate action on revised Automatic Aid Agreement for Fire and Emergency Medical Services between Comal County ESD 2, Comal County ESD 3 and Comal County ESD 7 (City of New Braunfels Fire Department).

NEW BUSINESS

7. Consider, discuss and take appropriate action on proposed purchased order for FY24 employee medical/physicals totaling \$49,300 through Front Line Mobile Health (Budgeted FY24)
8. Consider, discuss and take appropriate action on proposed TCDRS Plan Agreement and authorize ACH transfer/payment of \$250,000 to the district's retirement account (Budgeted FY23)
9. Commissioners Comments (Not subject to vote)
10. Announcements:
11. Next Meeting: Thursday, January 18, 2023 at 1:30 PM (or TBD)
12. Adjournment

NOTICE:

If, during the course of the meeting covered by this Notice, the Board of Commissioners should determine that a closed meeting or session of the Board of Commissioners is required, then such a closed meeting or session as authorized by the Texas Open Meetings Act, Texas Government Code, Section 551.001, et seq., will be held by the Board of Commissioners at the date, hour, and place given in this Notice or as soon after the commencement of the meeting covered by this Notice as the Board of Commissioners may conveniently meeting such closed meeting or session concerning any and all purposes permitted by the Act.

Should any final action, final decision, or final vote be required in the opinion of the Board of Commissioners with regard to any matter considered in such closed meeting or session, the final action, final decision, or final vote shall be either:

- a. in the open meeting, covered by the Notice upon reconvening of the public meeting;
- b. at a subsequent public meeting of the Board of Commissioners upon notice thereof;
- c. as the Board of Commissioners shall determine

Comal County Emergency Services District No. 3 is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call Angela Hemphill, Manager for Comal County Emergency Services District No. 3 at (830) 907-2922, EXT 304 for information. Hearing impaired or speech disabled persons equipped with telecommunication devices for the deaf may utilize the statewide Relay Texas Program by dialing 7-1-1 or 1-800-735-2988.

Susan Shirley-Menzel, Secretary, CCESD No. 3  
POSTED: (12/8/2023)