

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of October 19, 2023

Regular Monthly Meeting

The following Commissioners were present: **Don Wagner, Holly Gill, Alan Stahlman and Stuart Magloff. Commissioner Susan Shirley-Menzel was not in attendance for this meeting.** Fire Chief Robert Mikel, Assistant Fire Chief Christopher Clapper, CFO Angela Hemphill, Benefits Specialist Shawna Bantis and Engineer Charles Richard were in attendance along with citizen Bob Janusaitis.

Call to Order and Confirmation of a Quorum:

President Wagner called the meeting to order at 1:30 PM, and declared that a quorum was present.

Citizen's Comments:

Bob Janusaitis expressed his gratitude towards the Firefighter's for their participation in his neighborhoods' National Night Out event.

Engineer Richard updated the Board on recent Canyon Lake Firefighter's Association events and reported that two Canyon Lake High School Seniors were awarded scholarships to attend Texas Fire Academy. The two students will have their tuition paid in full to receive their fire and EMS certifications. It was also reported that the Association was able to provide Firefighter Jacob Garcia a grant to help with his continued medical needs resulting from an injury that occurred in April while fighting a structure fire.

Approval of Minutes: The September Regular Meeting minutes were approved by the Board.

MOTION: Commissioner Gill moved to accept the September Regular Monthly Meeting minutes. Commissioner Magloff seconded.

ACTION: The motion passed unanimously.

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. She stated there is nothing out of the ordinary with the numbers to report. The 3rd Quarter Investment Report was presented to the Board.

MOTION: Commissioner Magloff moved to accept the 3rd Quarter Investment Report. Commissioner Gill seconded.

ACTION: The motion passed unanimously.

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

In regards to the CAD status, Fire Chief Mikel reported that we are still in the process of waiting for the radio installation by Westnet to occur.

It was reported that thus far, five students from the Paramedic Class of 2023 have passed their National Registry test.

Update on Tender 55 – The apparatus is currently in Wisconsin for a complete overhaul all to be paid by insurance. No update to date on when it will be completed.

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It was reported that the SCBA equipment will be delivered in early January 2024.

Fire Chief Mikel reported to the Board that the Regional Dive Team creation has made some progress and that five of our personnel have passed the swim test thus far. Guada Coma Emergency Response Group is the “umbrella” for the multi-agency dive team and the Water Oriented Recreation District (WORD) has stated that they are willing to provide a grant to assist with getting the dive team created. Chief Mikel stated that he will attend the next Guada Coma meeting to discuss the program and desire to turn this into an “All Hazard Team” vs. solely a Dive Team and will report back to the Board at the next regular monthly meeting.

An update was given on the Automatic Aid Agreement with ESD No. 7. It seems there was some miscommunication with ESD No. 7’s GIS system and they are currently working the updates.

Committee Reports:

Apparatus Committee:

Fire Chief Mikel reported that Engine 52 which was purchased in 2021 is in the final stages of completion and we are scheduled to take possession of it in December.

Audit Committee:

Nothing new to report.

Budget and Finance Committee:

Nothing new to report however, Commissioner Stahlman recommended that an additional administrative employee of the District be trained on the check cutting process so that CFO Hemphill is not the sole person to do so. Further discussion occurred.

Building Committee:

Commissioner Stahlman reported that the site work for Station No. 52 will begin in October. Discussion occurred in regards to the estimate received to begin the site work. President Wagner asked that the site work proposal be added to the November regular monthly meeting agenda for consideration and vote. It was also reported that the search to obtain property for the new Station No. 53 building continues.

The two requests for quote (RFQ) process finalists for the new Administration Building were discussed and President Wagner authorized the Building Committee to move forward with negotiations for a pricing contract with the chosen architect, Martinez Architects.

MOTION: Commissioner Stahlman moved to accept moving forward with negotiations for a pricing contract with the chosen architect, Martinez Architects. Commissioner Magloff seconded.

ACTION: The motion passed unanimously.

Compensation Committee:

Nothing new to report.

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Strategic Planning Committee:

Nothing new to report.

Canyon Lake Fire/EMS, Inc:

It was reported that the Committee met recently and Bob Janusaitis was elected Board President. The allocations disbursement was discussed and decided that some of the allocations will be used to purchase "Pulse Point" which assists with cardiac events. There is a screening process for those interested in becoming a "Pulse Point" provider and more information will be obtained before moving forward with the purchase.

OLD BUSINESS:

No old business.

NEW BUSINESS:

No new business.

Commissioners Comments:

No Commissioner comments.

Announcements:

No announcements.

Next Meeting: Thursday, November 16th at @1:30 PM Regular Monthly Meeting.

Adjournment: Meeting Adjourned at 3:09 PM.