

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of February 20, 2025

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, Battalion Chief Jeff Kahanek and citizen Ryan Rosborough were also in attendance. Engineer Brandon Barnet joined the meeting at 2:12pm.

Call to Order and Confirmation of a Quorum:

President Magloff called the meeting to order at 1:33 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:

No citizen comments.

Approval of Minutes:

The January Regular Meeting minutes were reviewed by the Board.

MOTION: Commissioner Shirley-Menzel moved to accept the January 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 cross comparison. The expenses for the month were reviewed along with property and sales tax collections. She relayed that sales tax for February 2025 is 53% higher compared to January of 2025 with the reason for the excess sales tax earnings being due to HDL Sales Tax Assurance audit findings. Commissioner Stahlman requested that a representative from HDL Sales Tax Assurance join the March Regular Meeting to discuss the sales tax collection process, and in particular, how sales tax is tracked to ensure that vendors from outside our jurisdiction who are performing work or supplying materials locally are paying the appropriate taxes. CFO Hemphill confirmed that she will fulfill this request.

Chief's Report

Fire Chief Mikel updated the Board on the recent new hire process and stated that the eight candidates that began employment on January 6th have completed their 3rd rider phase of orientation and are working regular operational shifts at their respective stations. He stated that another hiring process is currently taking place to add an additional seven personnel in May of 2025.

He stated that water leaks and mold damage have been reported at Station No. 51, No. 54 and No 56. Four out of the six restroom showers at Station No. 51; two out of the three showers at Station No. 54 and two out of the three showers at Station No. 56 have water leaks and mold damage. Several contractors assessed the leaks and stated that complete shower remodels are needed as well as mold remediation as soon as possible. Fire Chief Mikel will move forward to formally obtain the estimates and execution plan.

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of February 20, 2025

Regular Monthly Meeting

He reported that four of our Paramedic student employees have passed their National Registry exams and have begun their FTO training phase on their respective shifts.

Fire Chief Mikel also stated that our Texas Commission on Fire Protection inspection went very well, passing each category of the inspection. This inspection is a requirement every two years.

It was reported that bunker gear will be assessed in the coming weeks to determine the number of additional sets of gear that need to be purchased in 2025.

Committee Reports:

Apparatus Committee:

Fire Chief Mikel reported that the Engine preconstruction meeting between Pierce, Battalion Chief Bednorz and members of the Committee recently occurred, and all is on track for the two builds with completion to be in Fall of 2025. He reported that Brush Truck 52 is currently receiving repairs to the pump motor along with a few additional repairs and should be complete in the coming weeks. He also reported that we have received a quote from Pierce for a new Brush Truck, Brush 54 in the amount of \$308,000. The quote and purchase order will be on the March 2025 agenda.

Audit Committee:

Commissioner Wagner stated that a pre-audit meeting is scheduled for March 20, 2025, with an anticipated audit start date of March 24, 2025.

Budget and Finance Committee:

CFO Hemphill reported on the ongoing consideration of moving reserve funds from TexPool to Security State Bank. She along with Commissioners Wagner and Stahlman recently met with representatives from Security State Bank to review options, however, more review will be done prior to a final recommendation to the Board. A Committee meeting will be scheduled prior to the March regular monthly meeting.

Building Committee:

At 2:45PM President Magloff stated that the Board would enter into a Closed Session pursuant to the Texas Government Code Section 551.072 to discuss property locations for the relocation of Station No. 53.

The Closed Session ended at 2:53PM.

The open meeting reconvened at 2:53PM. Commissioner Magloff stated that the Board will now re-enter into open meeting; no action was taken during the closed session.

Following the Closed Session:

CFO Hemphill discussed the status of the Request for Qualifications (RFQ) process for a project manager for the Administration Building and Station No. 52. The deadline for submittal of RFQ is March 10, 2025, with the selection process to follow. The Committee will review the RFQ's and make their recommendation to the Board.

Commissioner Stahlman reported on meeting with Martinez Architects to discuss the septic for the Administration Building in which the issue was resolved.

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3

MINUTES of February 20, 2025

Regular Monthly Meeting

Compensation Committee:

Nothing new to report.

Strategic Planning Committee:

A Committee meeting will be scheduled after the FY24 audit is completed.

Canyon Lake Fire/EMS, Inc:

Nothing new to report.

Canyon Lake Professional Firefighters Association Local 4713:

Nothing new to report.

OLD BUSINESS:

None.

NEW BUSINESS:

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED PURCHASE ORDER FOR SPECIAL OPERATIONS EQUIPMENT THROUGH THE DIVE SHOP TOTALING \$18,970.51 (BUDGETED).

Fire Chief Mikel discussed the proposal and need for special operations equipment for the Dive Team personnel. We currently have five internal team members that are a part of the Guada Coma All-Hazard Team which is comprised of personnel from several neighboring departments. Guada Coma is also establishing a Technical Rescue Team with regional response.

MOTION: Commissioner Shirley-Menzel moved to approve the proposed purchase order for special operations equipment through the Dive Shop totaling \$18,970.51 (budgeted). Commissioner Gill seconded.

ACTION: The motion passed unanimously.

CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION ON RATIFICATION OF PRESIDENT MAGLOFF'S EMERGENCY APPROVAL OF REPAIRS TO ENGINE 1292 (PUC) THROUGH SIDDONS MARTIN EMERGENCY GROUP TOTALING \$23,702.06.

Fire Chief Mikel discussed the needed repairs to Engine 1292 to get the truck back in service as quickly as possible.

MOTION: Commissioner Wagner moved to approve the ratification of President Magloff's emergency approval of repairs to Engine 1292 through Siddons Martin Emergency Group totaling \$23,702.06. Commissioner Stahlman seconded.

ACTION: The motion passed unanimously.

Commissioners Comments:

No Commissioners comments.

Announcements:

No announcements.

COMAL COUNTY EMERGENCY SERVICES DISTRICT No. 3
MINUTES of February 20, 2025
Regular Monthly Meeting

Next Meeting: Thursday, March 20th at 1:30 PM Regular Monthly Meeting.

Adjournment: Meeting Adjourned at 3:27 PM.