

EMERGENCY SERVICES DISTRICT No. 2
COMAL COUNTY, TEXAS
P. O. BOX 2140
Canyon Lake, Texas 78133

DRAFT Minutes of Regular Meeting February 8, 2024
Prepared By: Chelsea Ormond, Secretary

CALL TO ORDER: Commissioner Schein declared a quorum and called the meeting to order at 4:41PM. Commissioners Crossan, Hays, Janusaitis, Schein, and Ormond were present. Also present were Chief Robert Mikel, Assistant Chief Chris Clapper, and Angela Hemphill, Chief Financial Officer (CFO).

CITIZENS PRESENT: Battalion Chief Kahenek

APPROVE/DISAPPROVE MINUTES OF PREVIOUS MEETING: The January 2024 minutes were reviewed and approved as corrected.

CHIEF'S REPORT: Chief Mikel presented an operations update on reports of new radio system programming is complete, next QA/QI meeting with Sheriff is scheduled to discuss the implementation of new radio programming, 50% of staff physicals are complete, and commended the positive alignment with the board. Asst. Chief Clapper updated the recent site survey provided zero deficiencies, and announced his invitation to join the Southwest Texas Regional Advisory Council. Commissioner Hays recognized the outstanding leadership of ESD No. 2 and 3 in representing the region.

ACTION ITEM AGENDA

ACTION ITEM 1. Receive report from Canyon Lake Professional Fire Fighters Association

No representative was present therefore report will be rescheduled for March

ACTION ITEM 2. Consider, discuss and take appropriate action on proposed equipment to be deemed surplus equipment: 8 LifePak 15 chargers, 2 LifePak 1000 AEDs, 3 MED3500 syringe pumps, 8 LifePak brackets and bases. Clapper mentioned items are now outdated and have been replaced and can be listed for auction. Crossan motioned to deem items as surplus. Seconded by Hays. After no further discussion, motion approved without objection.

ACTION ITEM 3. Review, discuss and take appropriate action on signatories for all ESD accounts, notification to institutions, distribution of minutes, and each signatory set time to sign appropriate documents. Hemphill discussed the process of adding/changing signers and steps needed to execute. Crossan mentioned taking proactive steps next year to align signatory action with elections. Crossan motioned to remove Commissioners Whitcomb and Dishman, and add Janusaitis and Hays to all ESD accounts thus leaving Schein and Crossan. After no further discussion, motion approved without objection.

ACTION ITEM 4. Consider, discuss and take appropriate action on proposed Memorandum of Understanding (MOU) between Texas A&M Engineering & Extension Service (TEEX), CCESD No. 3 and No. 2 for the 2024 Paramedic Program at a cost of \$16,650. (Budgeted) Commissioner Schein and Chief Mikel reviewed the MOU. Janusaitis motioned to approve the MOU as presented. Ormond seconded. After no further discussion, motion approved without objection.

ACTION ITEM 5. Receive report from the treasurer and consider taking related actions including approval of monthly bills, invoices, claims, and financial report. Crossan presented the February financial report mentioning his suggestion to bookkeeper for document format changes. Ad Valorem has been received but not yet accounted for. Clapper updated that the new unit is scheduled for delivery on March 11. Hemphill reported Quickbooks Online set up is in process. Hays motioned to accept the report and approve payment of monthly claims for January. Janusaitis seconded. After no further discussion, motion approved without objection.

COMMISSIONER COMMENTS: All comments for information only, no action items will be considered. Janusaitis and Ormond mentioned looking into cloud based storage with Commissioner access for procedural and informational documents.

NEXT MEETING: Regular monthly meeting, March 21, 2024, Canyon Lake Fire/EMS Station 51 @ 4:30PM

ADJOURN: Meeting adjourned at 5:32PM