

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

Minutes of Regular Meeting April 19, 2024
Prepared By: Chelsea Ormond, Secretary

CALL TO ORDER: Commissioner Hays declared a quorum and called the meeting to order at 2:38PM. Commissioners Crossan, Hays, Janusaitis, and Ormond were present. Also present were Chief Robert Mikel, Assistant Chief Chris Clapper, and Angela Hemphill, Chief Financial Officer (CFO).

CITIZENS PRESENT: None

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

CHIEF'S REPORT: Chief Mikel presented an operations update and provided call report for lake activity and answered questions for search and rescue processes. A second meeting occurred with county dispatch supervisor on roll-out and training for Westnet radio system. Westnet will schedule training with personnel and prepare to be fully operational soon. Assistant Chief Clapper mentioned success of meeting directly with the personnel in other agencies for Westnet. One ambulance is out of service for repairs. The newly arrived ambulance is in service at Station 55 and personnel are satisfied with the improved modifications.

ACTION ITEM AGENDA

ACTION ITEM 1. Consider, discuss and take appropriate action to appoint two Comal County ESD No. 2 Commissioners to serve on the Interlocal Agreement Committee with Comal County ESD No. 3.

Hemphill mentioned the 2025-2029 agreement needs to be finalized by November. She recommended that adequate time be planned for the process to determine separation of responsibilities, allocations, and metrics for ESD reporting. Update will be provided at May meeting. No action taken.

ACTION ITEM 2. Consider, discuss and take appropriate action on proposed agreement between Comal County ESD No. 2, Comal County ESD No. 3 and Comal County Water Oriented Recreational District (WORD) for emergency services coverage during the 2024 summer season.

Chief mentioned the increased pay rate reflects the 8% approved salary increased this year for personnel. Crossan motioned to approve the proposed agreement as presented, Janusaitis seconded. After no further discussion, motion approved without objection.

ACTION ITEM 3. Review, discuss and take appropriate action if needed on update of options for legal representation and having an attorney on retainer.

Crossan updated that he attempted to reach three vendors for a proposal without any response. Crossan will continue to search and receive responses. Update will be provided in May. No

ACTION ITEM 4. Review, discuss and take appropriate action on update of celebration details for National EMS Week Held May 19-25.

Hays updated with a proposal to purchase branded lunch boxes filled with snack items for all 88 personnel. Crossan motioned to approve the proposal as presented, Janusaitis seconded. After no further discussion, motioned approved without objection. Commissioner assignments will be provided in the coming weeks to deliver the items.

ACTION ITEM 5. Review, discuss and take appropriate action if needed on draft 2023 Canyon Lake Fire/EMS digital Annual Report.

Ormond reported an update of the draft report. The group discussed removing content for Canyon Lake Professional Firefighters Association and Canyon Lake Fire/EMS Inc. as well as correcting all errors in grammar and information. Ormond will work with ESD No. 3 Secretary to finalize. Crossan motioned to approve the report with corrections, Janusaitis seconded. After no further discussion, motioned approved without objection. Final report will be provided in May.

ACTION ITEM 6. Consider, discuss and take appropriate action on proposed list of surplus and salvage items and authorize disposal through auction or destruction depending on declared status.

Clapper reported an updated list of recommendations with reasoning. Hemphill mentioned policy for destruction and surplus. Ormond moved to accept the recommendations, Janusaitis seconded. After no further discussion, motion approved without objection.

ACTION ITEM 7. Receive report from the treasurer and consider taking related actions including approval of monthly bills, invoices, and financial report.

Crossan reported list of April invoices and gave a current audit report. Crossan mentioned in following best practice, action should be taken to correct items in auditor's comments for internal controls, investment policy, and accuracy of the minutes. Janusaitis motioned to approve the financial report as presented, Ormond seconded. After no further discussion, motion approved without objection.

Presentation of Communications Received: Crossan reported that TXPool sent communication packet update and we are in good standing.

Identify Agenda Items for April Agenda:

Monthly financials

Update of Interlocal Agreement Committee

Update of proposals for legal representation

Reviewing Investment Policy, Capitalization Policy and Purchasing Policy

COMMISSIONER COMMENTS: All comments for information only, no action items will be considered. None

NEXT MEETING: Regular monthly meeting, May 23, 2024, Canyon Lake Fire/EMS
Station 51 @ 4:30PM

ADJOURN: Meeting adjourned at 3:44PM