

Emergency Services District No. 2
Comal County, TX
P.O. Box 2140, Canyon Lake, TX 78133

Minutes of Regular Meeting
Thursday, January 16, 2025, at 4:30 PM at
Prepared By: Chelsea Ormond, Secretary

Workshop Agenda

Commissioner Crossan called the meeting to order at 4:30pm, declared a quorum was present and led the pledge and prayer. Other Commissioners present were Hays, Janusaitis, Czapinski and Ormond. Also present were Chief Mikel, Assistant Chief Clapper and Angela Hemphill CFO.

Approve and accept reappointment/appointment(s) and confirm oaths of office for commissioners and welcoming all newly appointed and reappointed commissioners. Commissioner Jeremy Czapinski was formally appointed and sworn in by Comal County Commissioner Donna Eccleston on December 19, 2024.

Nominate, discuss and elect officers for ESD No. 2 Board for 2025. Hays moved to approve the nominated slate of officers including Janusaitis as President, Hays as Vice President, Ormond as Secretary, Crossan as Treasurer, and Czapinski as Asst. Treasurer, Janusaitis seconded the motion. After no further discussion, motion approved without objection.

Consideration of recurring Monthly Meeting Date/Time and Location. All commissioners agreed to keep the meeting recurring on the third Thursday of each month at 4:30pm

Recognition and welcome of citizens present and their comments.
(subject to five-minute time limit) No citizens present.

Canyon Lake Professional Fire Fighters Association Report

Chief's Operational Report:

Consider, discuss, and take appropriate action regarding EMS activity data including call volume, response times, training reports and personnel status, and additional Fire/EMS items of interest.

Chief reported:

- 8 new Firefighters are in the onboarding/testing process and expected to report for shift next week for field training.
- 2 Officers who deployed in TIFMAS truck to assist with California fires were among 5,100 Firefighters there and returned home safely with report of good experiences.
- Quarterly report provided:
 - 90th percentile
 - Call volume increased 8.5% (Nov. and Dec. saw higher than normal amount of calls)
 - ESD 6 responses - 9 Fire, 15 EMS

- 76% of calls were 0-9 min

Janusaitis discussed the recent burn ban caused confusion for the community, but the last social media message provided the detailed process for the decision making which was helpful.

Review minutes of December meeting. Minutes approved as presented.

Old Business

1. **Review, discuss and take appropriate action if needed for 2024 and 2025 Budget Amendments in consideration of the approved Inter Local Agreement with Comal County Emergency Services District No. 3.** Hemphill reported the 2025 budget amended was included for the ILA. In February when the audit begins, we will look at any amendments needed. No action taken.

New Business

1. **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. Hemphill mentioned that we will need to remove Ken and add Jeremy. Crossan motioned to remove Commissioner Ken Schein from all ESD accounts, and add Jeremy Czapinski to all ESD accounts thus leaving Tom Crossan, Hays seconded. After no further discussion, motion approved without objection.
2. **Review, discuss and take appropriate action to appoint an ESD No. 2 Commissioner to serve on Canyon Lake Fire/EMS Inc. Board.** Janusaitis explained this is a nonprofit organization that raises funds for activities and items that go above and beyond the ESD budgets and benefit the community. Hays volunteered for the appointment.
3. **Consider, discuss and take appropriate action if needed on HIPPA Security Rule Notice of Proposed Rulemaking to Strengthen Cybersecurity for Electronic Protected Health Information.** Janusaitis discussed this document is currently in community review for comments and aims to significantly increase cybersecurity for devices that collect information protected by HIPPA. Changes would include vulnerability scans every 6 months, penetration tests every 12 months, additional administrative support for inventory reports, etc.. He believes there will be pushback for small organizations to have a threshold of what is necessary as far as how data is stored and encrypted which could cost thousands of dollars. Regulations haven't been modified since 2013 and there may be things we may have to do at the end of the year. This will be a significant effort to pull off for IT staff. Hays discussed vendors being responsible for data protection, as well as risk analysis needing to be performed. No action needed.
4. **Consider, discuss and take appropriate action on proposed Investment Policy and appointment of Investment Officers.** Crossan presented that there are no changes from last year. Crossan moved to adopt the investment policy, Hayes seconded. Motion approved without objection.

5. **Receive December report from the treasurer and consider taking related actions including approval of monthly bills, invoices, and financial report.** Crossan reported the annual report was a good year financially. Reserve account has just under \$6 million close to a nine month operating budget. \$1.3M of that is earmarked for previously approved items which will be provided in detail next month including monitors and an ambulance. February will have final numbers and be able to approve and see final numbers for reserve fund. Hemphill didn't get report from Tax Office over 400,000 in taxes 2.3M in account in addition to what we already have. Ormond moved to approve the January financial report, bills and invoices, Czapinski seconded. Motion approved without objection.

Identify agenda items for the February meeting.

Audit update

SAFE D recap

Commissioners Comments (will not be subject to discussion or voting)

Assistant Chief Clapper mentioned the new ambulance will be done next week and is waiting registration to be put in service.

Staff expressed appreciation for the new ultra-sound devices which was successfully used to treat a patient.

Next meeting is Feb. 20 at 4:30pm

Adjourn at 5:22pm

The Board of Commissioners is authorized by the Texas Open Meetings Act to convene in closed or executive session for certain purposes. These purposes include receiving legal advice from its attorney, discussing real property matters, discussing gifts and donations to ESD 2, discussing personnel matters, discussing security personnel or devices pursuant to §§ 551.071, 072, 073,074 and 076 of the Texas Government Code. If the Board decides to enter executive session regarding any item on this agenda, the Presiding Officer will announce that an executive session will be held and will identify the item to be discussed and the provision from the Open Meetings Act that authorizes the closed or executive session.

Comal County Emergency Services District No. 2 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. 2 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.

Chelsea Ormond, ESD No. 2 Secretary
Posted 01/13/2025