

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

Minutes of Regular Meeting
Thursday, November 21 , 2024, at 4:30 PM at
Prepared By: Chelsea Ormond, Secretary

Workshop Agenda

Call to order, establishment of a quorum, pledges, and prayer.

Meeting was called to order at 4:34pm. President Schein established a quorum and led the pledge and prayer. Commissioners Crossan, Schein, Janusaitis and Ormond were present as well as Chief Mikel, Assistant Chief Clapper, Angela Hemphill, CFO.

Recognition and welcome of citizens present and their comments.

Community Member Allen Barry is new to the community and looking to get involved.

Canyon Lake Professional Fire Fighters Association Report: Association President Richard reported that fundraising season was successful and the community is reaching out for support for the holidays. Saturday they are supporting GVTC with Thanksgiving meal deliveries and Sunday is a partnership event with The Nutrition Haus for toy collection. On Dec. 1 South Texas Blood and Tissue Center is hosting a blood drive at Station 51. Dec. 7 is interviews for scholarship applicants. The CLPFFA budget has tripled in three years and they are looking to start a foundation for making a larger impact.

Chief's Operational Report:

- Hiring - The recruiting process saw a large number with 24 applicants. 16 participated in testing, ten were interviewed, one declined, one was eliminated which left eight candidates looking to start in January. There has been one probationary period termination this month.
- Chief read emails submitted from community members with positive praises regarding the professionalism and quality response from two separate ems/medical incidents.
- Chief offered some clarification on accuracy regarding response time data provided in last month's report. Leadership has reminded personnel to be more diligent in clocking time for staging, and that data can also be inaccurate due to changes in upgrading or downgrading emergency/nonemergency calls. Most of the longer times reported are due to distance/travel.
- Assistant Chief Clapper reported that the Med To Market Cadaver Lab training took place at the beginning of November in Austin. Commissioner Hays attended along with Medical Director Dr. Flannigan. Training on the Glidescope devices and techniques were provided and recorded for later feedback, and representatives from medical vendor Philips attended to provide training on ultrasound and heart monitor equipment. Overall, the facility and training experience were exceptional. All personnel participated in comprehensive training sessions, including hands-on experience with real specimens

and our departments units and equipment. This practical approach provided invaluable opportunities to enhance skills and improve patient care. Clapper anticipates that this investment in training will significantly contribute to the department's quality improvement initiatives and lead to measurable improvements in performance and patient outcomes.

Review minutes of October meeting - Approved as presented

Action Item Agenda

1. **Receive update, discuss and take appropriate action if needed to apply for courses and presentations at the SAFE-D Annual Conference in February 2025.** Janusaitis recommended that we apply for an ESD collaboration course and a course highlighting a summary and After Action Review of the complex wreck and six hour extrication. Janusaitis will draft the course applications. No action required. He will update if the course applications were accepted.
2. **Review, discuss and take appropriate action on tabled item to update and/or amend the Purchasing Policy.** Crossan reported the policy changes are in alignment with ESD 3 policy. Janusaitis motioned to accept the revised policy, Ormond seconded. Motion approved without objection.
3. **Receive update, discuss and take appropriate action if needed for the 2025-2029 Inter Local Agreement.** Hemphill updated on behalf of the committee. The ILA now includes the recommended termination clause in Article VIII. Schein discussed Exhibit A outlining the payment and division of funds not being able to quantify the reason for which services each ESD should pay more/less for. Chief discussed that because both services are always covered, it's not a matter of which service takes more time as services are 50/50. Hemphill mentioned that updates to the division of funds can be updated and reimbursed/paid as needed. Crossan moved to approve the ILA as presented, Janusaitis seconded. Motion approved without objection.
4. **Consider, discuss and take appropriate action if needed on the purchase of a new ambulance to be received in 2026 through Frazer, LTD. \$290,524. (Not Budgeted, for FY 2026)** Clapper provided an update that Frazer no longer requires a chassis VIN number and there is no longer a need to purchase the chassis in advance to get in line for the build. They are predicting a 24 months build time due to facility relocation, but suggested that 18 months is more accurate putting delivery at Q2 2026. Crossan mentioned that the funds would be transferred and ear-marked. The next ambulance will be delivered December 2. Janusaitis motioned to approve the purchase agreement as presented, Crossan seconded. Motion approved without objection.
5. **Consider, discuss and take appropriate action to adopt the Texas Department of Information Resources Prohibited Technology Policy.** Hemphill mentioned that devices were able to block the required software/applications, but IT is working on the department phones being blocked. A cybersecurity training session is currently being set up and will be

offered and required by all personnel to take and pass. Ormond motioned to approve the policy, Crossan seconded. Motion approved without objection.

6. **Review, discuss and take appropriate action to ratify authorization of repairs and insurance claim with VFIS for Medic Unit 7133 in the estimated amount of \$23,115.24.** Clapper reported that estimate covers all initial repairs. VFIS will provide payment for the initial repairs, less the deductible. Body shop vendor estimates the work will take a month to complete. Hemphill mentioned the insurance policy may be under ESD 3 and a reimbursement may be needed. The payment for repairs will be itemized under the November expenses. Janusaitis motioned to approve the authorization for repairs, Crossan seconded. Motion approved without objection.
7. **Consider, discuss and take appropriate action if needed on contract agreement with the College of Healthcare Professionals and Comal County ESD. No. 2 and 3 allowing students to schedule ride-outs to observe patient care, procedures, and the day-to-day operations of EMS.** Clapper discussed that the college approached the department requesting to allow EMT student ride-outs for the education and experience required for certification. While the exposure and potential recruiting through the program has mutual benefits, negotiations within the contract need to be made before it can be approved. The revised contract will be presented in December. No action taken.
8. **Receive October report from the treasurer and consider taking related actions including approval of monthly bills, invoices, and financial report.** Hemphill mentioned that a small correction is needed for payment to Comal County Tax Office for registration fee of \$7.00, as well as including the Med To Market annual training in the amount of \$19,000. The payment for Frazier was approved last year and the funds are in reserves for the ambulance being delivered on December 2. Janusaitis motioned to approve the monthly bills and financial report as corrected, Ormond seconded. Motion approved without objection.

Identify agenda items for the November meeting.

Tabled items

Budget amendments for FY 2024 and 2025 now to approving ILA

Proposal for engagement for ABIP to conduct annual audit.

Next Regular Meeting: December 19, at 4:30pm at Station 51

Commissioners Comments: Janusaitis is seeking information about discussing and making cybersecurity decisions within compliance under the Open Meetings Act, while also protecting sensitive information for the department and personnel. He will be in touch with the Department of Homeland Security. Chief reminded to RSVP for the Dec. 6 Christmas Party.

Meeting Adjourned at 5:49pm

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 12/16/2024