

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

Minutes of Regular Meeting March 21, 2024
Prepared By: Chelsea Ormond, Secretary

CALL TO ORDER: Commissioner Schein declared a quorum and called the meeting to order at 4:32PM. 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, Charles Richard CLPFFA President, ESD 3 Commissioner Magloff, and several department personnel.

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

CHIEF'S REPORT: Chief Mikel presented an operations update that the WestNet system is installed and waiting on programming to be complete. A WestNet orientation is scheduled with all area fire chiefs and dispatch, then training will begin for personnel and dispatch. The first of three ordered ambulances was delivered and is in the process of being equipped and stocked for service.

ACTION ITEM AGENDA

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

President Charles Richard provided an update that department morale is at an all time high and turnover is low. He gave appreciation to the work and collaboration of the ESD 2 board and department leadership. Richard expressed the association's goals to branch out to be more involved in the community, and announced CLPFFA will be the new host organization for the annual Freedom Walk on 9/11. He also shared upcoming events, scholarship update, sponsorship opportunities and that a 2023 Annual Report will be published. Chief read a Facebook post celebrating CLPFFA's success and Commissioner Janusaitis commented on their work with HOA visits and community care. President Schein commended Richard and CLPFFA on creating outstanding culture, advocacy and collaboration.

ACTION ITEM 2. Presentation of proposed 2024 Strategic Plan for Canyon Lake Fire/EMS

ESD 3 Commissioner Magloff presented the 2024 Strategic Plan. He reviewed results of a SWOT analysis, four strategic initiatives outlining high quality services; master plan for facilities, apparatus and staffing, recruit and retain personnel; create community programs that foster transparency and trust of all stakeholders. Magloff answered all questions and offered that ESD No. 2 commissioners provide feedback to members of the committee and Hemphill. No action taken.

ACTION ITEM 3. Receive report from the treasurer and consider taking related actions including approval of monthly bills, invoices, claims, and financial report.

Crossan presented a report of monthly bills. Assistant Chief Clapper clarified the expense for blood warmers. Crossan presented the financial reports for February 2024. Hemphill updated the 2023 audit to be scheduled for April 18-28. Hays motioned to accept the financial report as presented transferring \$370,000 to cover all expenses, seconded by Janusaitis. After no further discussion, the motion was approved without objection.

ACTION ITEM 4. Review, discuss and take appropriate action if needed for options for legal representation and having an attorney on retainer.

Schein reported that several attempts to contact and receive response from the current attorney have been unsuccessful. Crossan mentioned visiting several legal firms at the SAFE-D vendor fair. Hays suggested reaching out to all three firms for proposals. Crosson will update his attempts at the April meeting. No action taken.

ACTION ITEM 5. Review, discuss and take appropriate action if needed for National EMS Week Held May 19-25.

Hemphill mentioned that she and Shawna Bantis have been working to finalize details to celebrate and show appreciation to personnel throughout the designated week. Commissioner Hays offered to support the planning and details. No action taken.

ACTION ITEM 6. Consider, discuss and take appropriate action on proposed Collateral Pledge Agreement between Comal County ESD No. 2, Federal Home Loan Bank of Dallas and Prosperity Bank.

Crossan presented this item was part of the 2022 audit comments. Hemphill clarified that any funds over the \$250,000 FDIC protection will be insured under this pledge agreement. Each month will have a pledge security report of the transfer activity protections. Crossan motioned to execute the agreement as presented, seconded by Janusaitis. After no further discussion, the motion was approved without objection.

ACTION ITEM 7. Consider, discuss and take appropriate action on proposed agreement between Comal County ESD No. 3, Comal County ESD No. 2 and Kona Coast Ventures (Whitewater Amphitheater) for on-site EMS services during the 2024 concert season.

Hemphill noted an adjustment to the agreement is needed to request Kona Coast ventures provide a 7.6% hourly rate increase in order to align with the 8% approved salary increase this year for personnel. Crossan motioned to accept the agreement with the hourly rate increase, seconded by Janusaitis. After no further discussion, the motion was approved without objection.

ACTION ITEM 8. 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.

Assistant Chief Clapper presented a list of items recommended to destroy, surplus and auction. Crossan motioned to accept the recommendation as presented, seconded by Janusaitis. After no further discussion, the motion was approved without objection.

Presentation of Communications Received: Ormond reported none.

Identify Agenda Items for April Agenda:

Attorney update, EMS week proposal, Interlocal agreement designation of two commissioners to work with ESD 3, monthly financials

COMMISSIONER COMMENTS: All comments for information only, no action items will be considered. Commissioners shared their overall thoughts and feedback of the SAFE-D Conference and sessions. Hemphill discussed meeting with Streamline at the vendor fair and possibly partnering with Streamline services for a website refresh.

NEXT MEETING: Regular monthly meeting, April 19, 2024, Canyon Lake Fire/EMS Station 51 @ 2:30PM

ADJOURN: Meeting adjourned at 5:53PM