

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

Minutes of Regular Meeting
Thursday, September 19, 2024, at 4:30 PM at
Prepared By: Chelsea Ormond, Secretary

Workshop Agenda

Call to order: President Schein called the meeting to order at 4:30pm and declared a quorum was present. Commissioners Janusaitis, Hays, Ormond and Schein were present. Also present were Chief Mikel, Assistant Chief Clapper and Angela Hemphill, CFO.

Citizens Present: None

Minutes of Previous Meeting: The August minutes were reviewed and accepted as presented.

Canyon Lake Professional Fire Firefighters Report: President Charles Richard thanked the board for attending the 9/11 Freedom Walk. He spoke to upcoming events in October and invited the board to the Golf Tournament on Oct. 19, Canyon Lake Chamber of Commerce BBQ Cookoff Oct. 11/12, and the Canyon Lake Dam Fine Car Show on Oct. 20.

Chief's Operational Report: Chief Mikel provided an update following an after-action-review of a complicated accident that involved a six hour extrication. In summary, this challenging call required personnel to revert to basics in applying principles, pivot on road blocks, inter-agency assistance, controlled chaos, calm demeanor in an exceptionally high stress situation, high quality medical care, and being forward thinking in having plans A,B,C and D for every small step into the extrication. He went on to say this call was successfully executed because Canyon Lake Fire/EMS is unique in our purpose, responsibility and ownership of priority of care for both fire and EMS services. Commissioner Hays mentioned praises were offered by multiple agencies. Commissioner Janusaitis mentioned the synchronization of the work, dedication and professionalism especially having an audience on scene. Richard mentioned the peer support team was ready to activate. Schein commented on the advances of our department in training, equipment and inner-connection of services.

Action Item Agenda

- 1. Review, discuss and take appropriate action to approve contract renewal agreement for aerobic septic services.** Hemphill reported that the septic services contract is up for renewal at Central Station. However, the contractor has not provided the required Form 1295 needed for approval. Hays motioned to table the item. Janusaitis seconded. Motion tabled without objection.

2. **Consider, discuss and take appropriate action if needed to appoint a representative for the Department of Public Safety Infrastructure Liaison program.** Janusaitis mentioned that there has been an increase in ransomware attacks by 76% nationwide. The purpose of the representative is to serve as a liaison between DPS and a cybersecurity group to be aware of potential issues and be proactive in mitigating risk for operating systems. Commissioner Hays recommended that Janusaitis is the right person for the position. President Schein appointed Commissioner Janusaitis to the program.
3. **Consider, discuss and take appropriate action if needed for presentation to the SAFE-D Annual Conference in February 2025.** Commissioner Janusaitis suggested the exceptional achievements and expertise that have positively impacted the organization would be valuable to a wider audience to share knowledge and best practices with others in the field. After discussing the potential benefits including increased visibility for the organization and opportunities for collaboration, Chief Mikel will update next month with a list of course proposals to apply for. No action taken.
4. **Consider, discuss and take appropriate action on purchase order for Lucas Device and PowerPRO XT stretcher through Stryker Sales LLC totaling \$30, 206.08. (Not Budgeted)** Clapper presented that in compliance with the last legislative session, all registered vehicles must have this equipment in order to be licensed. This will be purchased for the ninth medic unit. After no further discussion, Janusaitis motioned to approve the purchase of the Lucas device and stretcher. Hays seconded. Motion approved without objection.
5. **Consider, discuss and take appropriate action on purchase order for EMS training through MedToMarket INC totaling \$19,639.97. (Budgeted)** Chief Clapper presented that this annual cadaver lab will be held in Austin as a three day training in which all three shifts will have the opportunity to take. He mentioned this training is valuable in that our department can take our units and learn with our equipment and resources. After no further discussion, Janusaitis motioned to approve the purchase of the training. Ormond seconded. Motion approved without objection.
6. **Review, discuss and take appropriate action to update and/or amend the Purchasing Policy.** With Commissioner Crossan absent, Janusaitis motioned to table the item. Seconded by Ormond. Motion tabled without objection.
7. **Receive update, discuss and take appropriate action if needed from the Inter Local Agreement Committee.** Hemphill and ESD No. 2 committee representatives provided a draft of the agreement that the committee members from ESD No. 2 and No. 3 have been collaborating on. Hemphill provided answers to commissioner questions and noted several suggestions in the agreement. Another update will be provided at the next meeting. No action taken.
8. **Receive update, discuss and take appropriate action if needed from the Assistant Medical Director Recruiting Committee.** Clapper presented an update on the process in drafting an RFQ and updated contract for the Director and Assistant Director positions. Hays

requested to reach out to other agencies to review their expectations and contracts. Update will be provided at the next meeting. No action taken.

- 9. Receive August report from the treasurer and consider taking related actions including approval of monthly bills, invoices, and financial report.** Hemphill presented monthly statements. After no further discussion, Janusaitis motioned to approve the treasurer's report as presented and approval of monthly expenses. Hays seconded. Motion approved without objection.

Presentation of communications received. Commissioners agreed to remove this item from future agendas.

Identify agenda items for the October meeting:

Septic contract pending receiving form 1295
Purchasing Policy
Interlocal Agreement

Commissioners Comments:

Janusaitis commented on the success and professionalism of the 9/11 Freedom Walk. Schein commented on the great work of the department in general. Clapper thanked Commissioner Hays for being the guest keynote at the paramedic school graduation ceremony.

Next meeting date: Regular monthly meeting, October 24 @ 4:30PM, Canyon Lake Fire/EMS Station 51.

Adjourn: Meeting adjourned at 6:04pm

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.

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Chelsea Ormond, ESD No. 2 Secretary
Posted 09/16/2024