

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

Minutes of Regular Meeting  
**Thursday, August 20, 2024, at 4:30 PM** at  
Prepared By: Chelsea Ormond, Secretary

**Workshop Agenda**

**Call to order:** President Schein called the meeting to order at 4:39pm and declared a quorum was present. Commissioners Janusaitis, Ormond and Schein were present. Also present were Assistant Chief Clapper and Angela Hemphill, CFO. Commissioner Hays called in virtually.

**Citizens Present:** None

**Minutes of Previous Meeting:** The July minutes were reviewed and accepted as presented. Janusaitis noted a correction to the June minutes changing Crossan on the Medical Director Committee.

**Chief's Operational Report:** Assistant Chief Clapper acknowledged Chief Mikel for his work to successfully get the West Net radio system running. He noted the most beneficial result is more uninterrupted sleep, and dispatchers appreciate that calls go to specific stations. Chief Mikel's visionary leadership has paved the way for other departments. Clapper updated that the Paramedic school's last class is October 10. There are 16 total class members, with 6 from Canyon Lake Fire/EMS. Course completion requires passing the national written exam, fingerprints, and then receiving the certification. The Capstone program allows only 5 additional shifts to be credentialed. President Schein acknowledged that Clapper received a personal letter from the Chief of Houston Fire Department honoring his work and leadership during his recent deployment.

**Action Item Agenda**

1. **Consider, discuss and take appropriate action on adopting the proposed Tax Rate for Fiscal Year 2024 of \$0.057406 per \$100 Valuation for Maintenance and Operations.** Hemphill noted a typo and correction on the agenda of \$0.057, not \$0.57. Janusaitis motioned to approve the proposed tax rate as presented, Ormond seconded. Motion approved without objection.
2. **Consider, discuss and take appropriate action to adopt the proposed 2025 Operating Budget for Comal County Emergency Services District No. 2.** Hemphill presented the proposed budget and noted that no changes had been made from the recent budget workshop. She also noted the budget still accounts for having a reserve transfer at year end plus carry over. Commissioners discussed the future of weighing options for NNR rates vs. elected rate.

Janusaitis motioned to adopt the 2025 Operating Budget for ESD No. 2 as presented, Ormond seconded. Motion approved without objection.

3. **Consider, discuss and take appropriate action if needed to update and/or amend the Purchasing Policy.** This policy was last approved in 2023 as policy of ESD No. 3 that ESD No. 2 has been following. It is recommended by the auditors to have an internal policy for ESD No. 2. The firm's recommended change will require all purchases, removing a minimum dollar amount, to go through the Purchase Order process and software. Janusaitis noted a few minor corrections needed in the policy. Required signatures only when you need to make changes. Schein suggested consideration for action at the next meeting when Commissioner Crossan is present. No action taken.
4. **Review, discuss and take appropriate action if needed for the Inter Local Agreement Committee.** Janusaitis provided an update that ESD No. 3 was making adjustments to the most recent updated agreement. Next committee meeting will be held on Sept. 6. An update will be provided at the next meeting. No action required.
5. **Consider, discuss and take appropriate action to deem surplus of Medic 8234 that has been replaced by Medic 5631.** Clapper presented that the ambulance is adequately repaired to sell, and equipment is being taken off the unit. Clapper recommended the unit be sent to auction. Janusaitis motion to deem Medic 8234 surplus for auction, Ormond seconded. Motion approved without objection.
6. **Receive July report from the treasurer and consider taking related actions including approval of monthly bills, invoices, and financial report.**  
Hemphill presented monthly statements and mentioned adding new line items to begin tracking preventative maintenance in which there will need to be some adjustments. After no further discussion, Ormond motioned to approve the reports and invoices as presented, Janusaitis seconded. Motion approved without objection.

**Presentation of communications received.** None

**Identify agenda items for the September meeting.**

Proposed aerobic services agreement and contract renewal

ILA committee progress

Purchasing Policy

Add CLPFFA report to the workshop agenda

Medical Director Committee update

**Commissioners Comments**

Janusaitis updated that Canyon Lake Fire/EMS, INC. has met and discussed hosting CPR classes, PulsePoint, fundraising opportunities etc. He also discussed the department's cybersecurity and mitigating risk for software outages and identifying backup systems. Schein spoke on valuing the department and goals.

**Next Meeting Date:** Regular monthly meeting, September 19 @ 4:30PM, Canyon Lake Fire/EMS Station 51.

**Adjourn:** Meeting adjourned at 5:51PM