

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

Minutes of Regular Meeting April 20th 2023

CALL TO ORDER: Commissioner Whitcomb declared a quorum and called the meeting to order at 4:30 PM. Commissioners Whitcomb, Schein, Crossan, and Hays were present. Also present were Assistant Chief Chris Clapper and Angela Hemphill, Chief Financial Officer.

CITIZENS PRESENT: April Griffin, an attorney and ESD 2 Commissioner from Travis County, was present at the invitation of President Whitcomb. She expressed her gratitude at being invited to the meeting and provided a brief personal introduction.

Workshop Agenda:

APPROVE/DISAPPROVE MINUTES OF PREVIOUS MEETING: The March 2023 minutes were reviewed and approved.

CHIEF'S REPORT: Assistant Chief Chris Clapper provided an update of Department operations. He mentioned that Canyon Lake had the first drowning of 2023, despite a nine minute response time by the Department. He also said the STRAC Grant is being used to send nine paramedics to critical care class, in house training is up to date, and one employee resigned recently with the hiring process underway to fill this position.

Review, discuss revision of ESD 2 investment policy IAW PFIA: Treasurer Dishman was absent, so this item will be included as a May agenda item. Commissioner Crossan will work with the treasurer on a draft of an investment policy for discussion and possible approval.

Action Item Agenda:

1. Discuss annual ESD 2 financial audit process and selection of auditor; approval to hire: Commissioner Whitcomb reported that Commissioner Dishman had narrowed the selection of an audit to two firms, but only one responded to the treasurer's further inquiries. Whitcomb reported that the treasurer felt this firm, ABIP, would be a good choice. Commissioner Crossan made a motion to hire them to perform our audit, passed unanimously.

2. Begin discussion of EMS equipment and supply needs for next year. Assistant Chief noted that serious consideration of this topic is usually done in June. But having said that, he listed several items which are needed: another IV pump, a second blood

warmer, and replacement of the existing ultrasound imaging system. Final requirements to be included in the 2024 budget submission.

3. Consider, discuss and take appropriate action on proposed agreement between Comal County ESD No. 2, Comal County ESD No. 3, and the South Texas Regional Advisory Council (STRAC) for NFIRS/ PCR reporting software totaling \$16,911.00 (Budgeted) Assistant Chief Clapper explained how this agreement would provide for better, easier to use, and updatable NFIRS/PCR software. Commissioner Crossan made a motion to approve, passed unanimously.

4. Consider, discuss and take appropriate action on proposed 2023 Contract for Emergency Medical Services between Comal County ESD No. 2 and the Water Oriented Recreation District (WORD). Assistant Chief Clapper explained that there were no changes from last year for this agreement, but that the additional boat patrols provided for are under discussion due to the current condition of Canyon Lake (low water level, boat ramps closed). Commissioner Schein made a motion to approve, passed unanimously.

5. Receive report from the treasurer and consider taking related actions including approval of monthly bills, invoices and financial report. Commissioner Hays presented the treasurers report. Commissioner Crossan moved that it be accepted, passing unanimously.

COMMISSIONER COMMENTS: All comments for information only, no action items will be considered.

NEXT MEETING:

Regular monthly meeting – Wednesday, 17 May 2023 at 4:30 PM – Canyon Lake Fire/EMS Station 51

ADJOURN: Meeting adjourned at 4:45 PM