

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

**Minutes of Regular Meeting June 23<sup>rd</sup>, 2022**

**CALL TO ORDER:** Commissioner Crossan declared a quorum and called the meeting to order at 4:00 PM. All commissioners were present except Jim Whitcomb and Francesca Hays. Also present were Fire Chief Robert Mikel, and Angela Hemphill, Chief Financial Officer (CFO).

**CITIZENS PRESENT:** No citizens were present.

**APPROVE/DISAPPROVE MINUTES OF PREVIOUS MEETING:** The May 2022 minutes were distributed however not reviewed. Tabled until the June regular meeting.

**CHIEF'S REPORT:** Chief Robert Mikel reviewed the call statistics over the last couple of years related to drownings due to the increased number of incidents since Memorial weekend. He informed the board of the training page created on Facebook for commissioners to enjoy and share with those interested in seeing what our department is currently working on. Chief Mikel presented an update on the status of CAD and Emergency Radio upgrade within Comal County.

**ACTION ITEM AGENDA:**

**ACTION ITEM #1.** Review timeline and discuss critical milestones for 2023 budget preparation and tax rate coordination.

**ACTION ITEM #2.** Ratification of emergency approval from President Crossan for payment To Centex Diesel for emergency repairs to EMS vehicle Medic 2772. **Motion by Commissioner Dishman, second by Commissioner Schein. Motion carried by consensus.**

**ACTION ITEM #3.** Consider, discuss and take appropriate action on proposed Memorandum of Understanding between Comal County ESD No. 1, No. 2, No. 3, No. 4, No. 5, and No. 6 for cost sharing of software and equipment fees related to CAD project. **Mrs. Hemphill informed the board that the proposed MOU was approved by all districts involved and a final copy will be distributed once signatures are obtained by all parties.**

**ACTION ITEM #4.** Consider discuss and take appropriate action on proposed purchase order for 2023 Ford F 550 through Grande Ford totaling \$56,995.00. Chief Mikel informed the board of current delay in the ambulance purchased through Frazer due to the lack of chassis' available. He stated that Chief Clapper located this unit which could be used for a current of future medic unit and recommended that the board approve the acquisition of it so there won't be a delay in next year's purchase. The board acknowledged. **Motion by Commissioner Dishman, second by Commissioner Schein. Motion carried.**

**ACTION ITEM #5.** Review progress for annual audit to ensure completion. Commissioner Dishman stated that there was a continued delay in receiving the completed audit report from the new firm. He is working with Commissioners Court and the County Auditor on submission. **Motion by Commissioner Schein to authorize Commissioner Dishman to submit the final report after review. Second by Commissioner Crossan. Motion passed by consensus.**

**ACTION ITEM #6.** Receive report from the treasurer and consider taking related actions Commissioner including approval of monthly bills, invoices, and financial report. **Motion by Commissioner Schein second by Commissioner Crossan to accept the financial report and pay required bills. Motion passed by consensus.**

**Executive Session:** At 4:42 p.m. the Board entered into a Closed Session pursuant to the Texas Government Code Section 551.074 to discuss personnel matters related to the EMS Division Chief position.

The Closed Session concluded at 4:50 p.m. with no action taken.

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

**NEXT MEETING:**

Regular monthly meeting – Thursday July 14<sup>th</sup> 2022 at 4:00PM – Canyon Lake Fire/EMS Station 51

**ADJOURN:** Meeting adjourned at 4:57 PM