

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

Minutes of Regular Meeting June 15th 2023

WORKSHOP AGENDA :

CALL TO ORDER: Commissioner Crossan declared a quorum and called the meeting to order at 4:30 PM. Commissioners Dishman and Schein were present as well, with Jim Whitcomb attending by telephone. Also present were Chief Robert Mikel, Assistant Chief Chris Clapper and Angela Hemphill, Chief Financial Officer.

CITIZENS PRESENT: CL Fire/EMS employee ?

DEPARTMENT OPERATIONAL REPORT: Chief Mikel reported another drowning in Canyon Lake, with considerable confusion on location information from dispatch – the Chief will be meeting with the Comal County Dispatch organization to address this issue. Three new employees were hired and started orientation, a lieutenant was terminated, with a former employee, Matt Werner, hired as a replacement.

ACTION ITEM AGENDA:

1. Approve minutes of the previous meeting: The June 2023 minutes were reviewed and no changes made.

2. Investment policy renew/approval: Commissioner Whitcomb made a motion to approve Commissioner Dishman’s rewrite of the ESD 2 investment policy. Motion passed unanimously.

3. Receive report from the treasurer and consider taking related actions including approval of monthly bills, invoices, financial report and current status of audit process: Commissioner Dishman explained the June Financial Report and Statement of Activities January through May. He also reported the audit process is underway with 30 day extension of the June 1 deadline. Commissioner Whitcomb made a motion to approve. This item was then amended by Whitcomb to include a payment to the Comal County Appraisal District for services rendered. Motion passed unanimously.

4. Review next year’s budget draft, make revisions as necessary: This item is moved to the August special meeting for the budget planning workshop.

5. Consider and take action on a proposed purchase order for a Ford chassis from Grande Ford to facilitate a second ambulance build, not to exceed \$74,000: Commissioner Whitcomb made a motion to approve this purchase, motion passed unanimously.

6. Consider, discuss, and take appropriate action on a proposed purchase order for two 14 foot ambulance modules totaling \$519,536 through Frazier: Commissioner made a motion to approve this purchase, motion passed unanimously.

7. Review and update report with the Texas Dept. of Agriculture: CFO Hemphill reported this report was changed in terms of reporting date and submitted in December 2022.

8. Review interlocal agreement contract obligations, including the interlocal agreement Between ESDs 2&3: CFO Hemphill explained that our next step for reviewing and updating the interlocal agreement between ESDs 2 and 3 will be to select two ESD 2 Commissioners to serve on a committee with two ESD 3 Commissioners to complete this process by December 2024. Commissioner Whitcomb volunteered to on this committee. This item will be moved to the September meeting.

Presentation of communications received: A letter from Tex Pool was received, and educational credit emails from the annual SAFE D Conference with certificates are coming from SAFE D – these should be passed on to CFO Hemphill.

NEXT MEETING:

Regular monthly meeting – Thursday, July 13, 2023 at 4:30 PM, Canyon Lake Fire/EMS Station 51.

ADJOURN: Meeting adjourned at 4:58 PM.