

Emergency Services District No. 2

Comal County, TX
P.O. Box 2140, Canyon Lake, TX 78133

Minutes of Regular Meeting
Thursday, April 17, 2025, at 4:30 PM at
Prepared By: Chelsea Ormond, Secretary

Workshop Agenda

Present Janusaitis called the meeting to order at 5:35 pm, declared a quorum present, and led the pledges and prayer. Other commissioners present were Crossan, Ormond, Chief Mikel, Assistant Chief Clapper, and Angela Hemphill, CFO.

Recognition and welcome of citizens present and their comments. None

Canyon Lake Professional Fire Fighters Association Report. None

Chief's Operational Report:

Consider, discuss, and take appropriate action regarding EMS activity data including call volume, response times, training reports and personnel status, and additional Fire/EMS items of interest.

- Hiring - 7 vacancies in which we received 33 applications. Of those, 28 qualified, 20 completed testing with 18 passing, and 17 were interviewed. 15 were ranked for hiring list. Applicants expressed their interest in working for Canyon Lake Fire/EMS due to great recruiting efforts, previous ride outs, personal connections, and they felt welcomed and at home and part of the team quickly.
- 3 personnel have started Paramedic school

The March meeting minutes were reviewed and accepted as presented.

Old Business

1. **Consider, discuss and take appropriate action if needed on HIPPA Security Rule Notice of Proposed Rulemaking to Strengthen Cybersecurity for Electronic Protected Health Information.** Janusaitis reported that he is still following the process. He mentioned new legislation was passed to transition cybersecurity from Texas DIR to now be under Cyber Command managed by UTSA to assist in developing policies. No action required.
2. **Receive update, discuss, and take appropriate action if needed for the 2024 Audit process.** Hemphill reported that on site work is complete and documents are being sent through the portal. Draft report will be provided by the end of April for review and modifications, then sent to board for formal final copy in May. The County deadline to submit the audit report is needed by June 1, but likely June 2 due to the holiday weekend. No action required.

3. **Consider, discuss and take appropriate action if needed for National EMS Week held May 18-24.** Clapper reported that the office staff is scheduling times for commissioners to have lunch and divide up the shifts that week. B shift will only be available Friday. No action needed.

New Business

4. **Consider, discuss and take appropriate action on proposed agreement between Comal County ESD No. 2, Comal County ESD No. 3 and Comal County Water Oriented Recreation District (WORD) for emergency services coverage during the 2025 summer season.**
Hemphill reported we increased the hourly rate for paramedic cost and vehicle rate is the same as last year. Crossan moved to approve the agreement as presented, seconded by Ormond. Next year, ESD 3 would appreciate more involvement to suggest rates and fees structure in the proposal. After no further discussion, the motion was approved without objection.
5. **Receive report from the Assistant Medical Director Committee then consider, discuss, and take appropriate action if needed to begin hiring negotiations for the committee's recommendation for the position of Assistant Medical Director.** Crossan reported they have interviewed two individuals with a unanimous recommendation by the committee. The individual was given the opportunity to meet personnel and had the best personality and qualifications for what our paramedics need and want. Clapper mentioned the next step is negotiation for pay based on scope of work, and to notify the other applicants. Crossan moved to accept the recommendation and move forward with negotiations, seconded by Ormond. After no further discussion, the motion was approved without objection.
6. **Consider, discuss and take appropriate action to deem the disposal of CPR Mannequins.**
Clapper reported that while these were approved for auction earlier in the year, after further consideration they are not suitable for auction. Ormond motioned to deem mannequins for disposal, Crossan seconded. Motion approved without objection.
7. **Receive March financial report from the treasurer and consider taking related actions including approval of monthly bills, invoices, and financial report.**
Crossan presented the financial report including account information and expenditures. Transfer from TexPool account was \$300,000 to cover payments. Income from property taxes is down this month from last year, but overall above budget projections. Crossan moved to accept the report as presented, Ormond seconded. Motion approved without objection.

Identify agenda items for the May meeting.

Asst. Medical Director

Audit report

Bookkeeper services

Next Meeting : May 15 at 6:30pm at Station 51

Meeting adjourned at 5:57pm

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 05/12/2025