

Emergency Services District No. 2

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

Minutes of Regular Meeting
Thursday, February 20 , 2025, at 4:30 PM at
Prepared By: Chelsea Ormond, Secretary

Workshop Agenda

President Janusaitis called the meeting to order at 4:31pm, declared a quorum was present, and led the pledge and prayer. Other Commissioners present were Hays, Janusaitis, Czapinski and Ormond. Also present were Chief Mikel, Assistant Chief Clapper and Angela Hemphill CFO.

Recognition and welcome of citizens present and their comments.
(subject to five-minute time limit) No citizens present.

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.
Chief Mikel Reported:

- Station Upgrades - bathroom remodeled at Station 51, mold remediation and shower remodeled at Stations 54/52
- 4 Paramedics cleared certification, 4 more in process
- Ambulance repairs are finished for Medic 7133
- The RFQ for Asst. Medical Director is posted and closes on March 7
- Hemphill commented on ESD 3 construction for station 52 and new Logistics facility is in progress and hopes to break ground in July with an RFP proposal in May.

Review minutes of January meeting - Minutes accepted as corrected.

Old Business

1. **Review, discuss and take appropriate action if needed for 2024 Budget Amendments.**
Hemphill reported prior to audit there won't be a need for any budget amendments.
2. **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 90 people have made comments on public forum from hospitals. With the current freeze on federal regulations right now he's not sure how this will go but will keep monitoring so that we can be forward thinking. Clapper has a meeting with

STRAC who support many of the equipment vendors and their IT departments and will receive information from them and report back.

New Business

3. **Consider, discuss and take appropriate action on the proposed list of surplus and salvage items and authorize disposal through auction or destruction depending on declared status.** Clapper reported there are six computers that IT has no value and no resale option, but that the best of the reserve computers are capable to serve needs if required. Janusaitis asked about memory disposal and the destruction of the devices. Crossan moved to salvage for disposal, Hays seconded. Motion approved without objection.
4. **Receive update, discuss, and take appropriate action if needed for the 2024 Audit process.** Hemphill discussed March 20 is the pre-audit meeting to go over items/documents needed and timeline of the process. On-site field work will begin March 24 and last for about 2 weeks for both ESDs. No action required.
5. **Receive January report from the treasurer and consider taking related actions including approval of monthly bills, invoices, and financial report.** Crossan provided historical data receiving \$70K more this January than last. Next few months will see the biggest revenue due to citizens paying their property taxes. Budget is showing we've received \$2.2M of the \$5.6M budgeted and is on target for interest income. Expenses are \$21K for insurance and \$18k will be reimbursed by ESD 3 for ambulance repairs. Czapinski motioned to approve the financial report and monthly expenses, Hays seconded. Motion approved without objection. Added Moultrie Bookkeeping for \$200.
6. **Review and discuss outcomes and key takeaways of annual SAFE-D Conference and sessions presented by Commissioners and department leadership.** Hemphill mentioned appreciation to Janusaitis for encouraging our department to offer sessions. Sessions were well attended and positive feedback was offered afterward from attendees.

Identify agenda items for the March meeting.

Strategic Plan will be presented closer to May

Update on RFQ for Asst. Medical Director - discussion by Czapinski on traditional or best practices for individual provider vs group provided vs ESD shared group provider.

Agreement with Kona Coast and WORD of Comal County

Commissioners Comments (will not be subject to discussion or voting)

Hays appreciated the time efficiency, Crossan appreciated the work for the assistant medical director, Ormond mentioned appreciated the efforts for a successful SAFE-D conference.

Next Meeting March 20, at 4:30pm

Adjourned 5:08pm

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 03/17/2025