

Emergency Services District No. 2
Comal County, TX
P.O. Box 2140, Canyon Lake, TX 78133

Minutes of Regular Meeting
Thursday, June 20, 2024, at 4:30 PM at
Prepared By: Chelsea Ormond, Secretary

Call to Order: President Schein called the meeting to order at 4:33PM and declared a quorum was present. Commissioners Crossan, Hays, Janusaitis, Ormond and Schein were present. Also present were Chief Robert Mikel, Assistant Chief Clapper and Angela Hemphill, CFO.

Citizens Present: None

Priority Action Item

1. Review, discuss and take appropriate action if needed on comments provided in the 2023 Audit Report, then consider taking appropriate action to ratify the 2023 Audit Report.

Michael Del Toro, representing ABIP auditing firm, joined virtually to present the 2023 Audit Report. Mr. Del Toro noted reporting is based on generally accepted accounting principles (GAAP) and that no significant deficiencies were identified. Overall, he positively noted the balance of the Reserves Account is on target, and the courteous collaboration with staff and commissioners during the process. He noted two items of material weakness regarding reconciliation of patient receivables, and identifying changes to capital assets listings. Following the presentation, Crossan and commissioners discussed improving internal control processes, improving software systems for bookkeeping and accounting processes, amending policy to better comply with auditor comments, and working to follow best practice moving forward. After no further discussion, Crossan motioned to ratify the 2023 Audit Report, Janusaitis seconded. Motion approved without objection.

Minutes of Previous Meeting: The May 2024 minutes were reviewed and approved as presented.

Chief's Operational Report: Chief Mikel's update included the Westnet radio system launch continues to have technical complications, and a third attempt will take place next week. A quarterly call update and QA/QI update will be presented next month. Assistant Chief Clapper noted a strong partnership with Schertz Fire/EMS for station coverage for various events in both communities. He also provided updates for the approved chassis purchase, possession of 2nd new ambulance, ultrasound machines purchased earlier this year with training, and a November Cadaver Lab training opportunity. Chief Mikel discussed improving the continuity of our Medical Director services and asked commissioners to begin consideration for hiring an Assistant Medical Director. Commissioners Hays, Janusaitis, Medical Director Flannigan, and Assistant Chief Clapper were appointed to a committee to begin steps for consideration.

Action Item Agenda

1. **See Above**
2. **Consider, discuss and take appropriate action if needed on 2023 Audit Report comments for Investment Policy, Purchasing Policy, and Capitalization Policy amendment to establish a minimum for inventory items at \$7,500.** In discussion for the Investment Policy, Crossan reported that no training is required by the auditors because TexPool services are used as opposed to stock market investing. No amendments suggested for Investment Policy, but it does need to be reviewed and approved in January moving forward. Crossan then suggested that in alignment with auditor comments, that the Capitalization Policy be amended to reflect the minimum cost increase from \$1,000 to \$7,500 for tracking inventory items as Capital Assets. This is recommended by the auditors. Assistant Chief Clapper explained that inventory is tracked using the Operative IQ system which also helps to determine depreciation. Schein questioned if an inventory report is required by auditors. Hemphill answered that an itemized list is not a requirement, but reporting of the data is. After no further discussion, Ormond motioned to approve the Capitalization Policy amendment as presented, seconded by Janusaitis. Motion approved without objection. Janusaitis motioned to approve the Investment Policy as presented, Hays seconded. Motion approved without objection. No action taken for the Purchasing Policy which will be reviewed in July.
3. **Consider, discuss, and take appropriate action to appoint two Comal County ESD No. 2 Commissioners to serve on the Interlocal Agreement Committee with Comal County ESD No. 3.** Commissioners discussed who has the strongest time commitment to serve on this committee. Janusaitis and Schein were appointed to serve on the Interlocal Agreement Committee with ESD No. 3 appointed commissioners.
4. **Consider, discuss and take appropriate action if needed on proposed list of items to deem surplus/salvage/destroy and authorize appropriate disposal.** No items presented. No action taken.
5. **Receive report from the treasurer and consider taking related actions including approval of monthly bills, invoices, and financial report.** Crossan reported that due to the Audit Report and software transition, no financials are presented this month. Crossan summarized that the reserve account increased from \$5.7M to \$5.72M. The big transactions for June are ESD No. 3 allocation, Audit Report expense of \$21,000, and \$800,000 account transfer to cover monthly claims. Janusaitis motioned to approve the monthly claims as presented, Ormond seconded. Motion approved without objection.

Presentation of Communications Received: None

Identify agenda items for June meeting:

Monthly Reports - May and June financials
Purchasing Policy update discussion
Updated of items with no action taken

Truth & Taxation introduction and beginning of budget process

Commissioners Comments: Schein commented on the excellent work during the audit process. Janusaitis commented he had the opportunity to experience a call that required set up for a landing zone, and he noted the professionalism and efficient work of the department.

Next Meeting Date: Regular monthly meeting, July 11 @ 4:30PM, Canyon Lake Fire/EMS Station 51.

Adjourn: Meeting adjourned at 5:44PM