

Emergency Services District No. 2

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

Minutes of Regular Meeting
Thursday, January 15, 2026, at 6:30 PM at
Prepared By: Chelsea Ormond, Secretary

Workshop Agenda

Confirmation of reappointments and oath of office for Francesca Hays, Bob Janusaitis and Chelsea Ormond. All confirmed to take oat

President Janusaitis called the meeting to order at 6:30pm, establishment of a quorum was present and the pledges and prayer. Other commissioners present were Hays, Czapinski, Crossan, Ormond, Chief Mike, Assistant Chief Clapper and Angela Hemphill, CFO, joined the meeting virtually.

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:

- Currently two vacancies - new hires scheduled to start Jan. 26 for two- week orientation, received a resignation today so the third on hiring list will start orientation
- CAD issues over the last three weeks with county CAD dispatch, telephones and radios. A meeting is scheduled with sheriff department dispatch and IT to improve systems and redundancies. Janusaitis is working with Commissioner Jen Crownover for support.
- Quarterly report was provided
 - Call time is below average
 - 3% increase in call volume
 - ESD 6 ILA - 2 more than last year
- Medic School testing next month
 - Current program - three personnel will finish in the next month
 - Medical Director is continuing to see improvement in processes
 - RFQ for Asst. Medical Director will go out tomorrow - Director has one person recommended

Review minutes of December meeting - Approved as presented

Governmental & Regulatory Updates -

Discussion of legislative/policy review, compliance, and enforcement updates.

1. HIPAA Security Rule final rule expected May 2026 (pdf)
 - a. On agenda for May 2026 with final decisions on ruling
2. Email filtering, and recent examples
 - a. Banner filter for outside source - IT will help with communicating
3. Public Safety Threat Alliance (PSTA) – latest brief (pdf)
 - a. Reviewed protocols
4. Traffic Light Protocol (TLP) document explanation (pdf)
 - a. Review - identifies sensitivity of cybersecurity information. SB 35 AI Awareness Training - Courses are not out yet
5. Review of 2025 Annual Report for Comal County Commissioners Court
 - a. Ormond reviewed the report and will make suggested changes

New Business

6. Review, discuss and take appropriate action if needed on signatories for all Comal County ESD No. 2 accounts, notification to institutions, distribution of minutes, and each signatory set time to sign appropriate documents. Czapinski motioned to close out all Prosperity Bank accounts for Comal County ESD No. 2 including the safety deposit box, and transfer all accounts and safety deposit box to Security State Bank & Trust, Crossan seconded. The motion was approved without objection.
7. Consider, discuss and take appropriate action to appoint an ESD No. 2 Commissioners to serve on Canyon Lake Fire/EMS Inc. Board. Hays volunteered and Janusaitis approved the appointment.
8. Consider, discuss and take appropriate action if needed on draft for procurement language for future computer-based purchases. Janusaitis is working with Clapper on draft language for purchase orders. This will protect all purchases with a pathway provided by the vendor that considers quantum computing and meets encryption requirements, capabilities and firmware upgrades throughout the life of the device. No action taken.
9. Consider, discuss and take appropriate action on proposed Investment Policy and appointment of Investment Officers. Crossan reported the policy is being renewed and the treasurer is the investment officer. Peeler's office advised approval of our current policy, and they are reviewing all ESD alignment with legal requirements. Ormond motioned to approve the Investment Policy, Hays seconded. Motion approved without objection.
10. Consider, discuss and take appropriate action on proposed purchase agreement between Frazer, Ltd. and Comal County ESD No. 2 for the purchase of a 2028 ambulance totaling \$313,744.00 and issuance of Purchase Order. Clapper reported that approving this now will avoid future inflation, and add the unit to their build schedule. This aligns with the Unit Replacement Plan buying one per year. He outlined that our benchmark to move a unit to reserve status is when the unit approaches 100K miles, then reserves are taken out of the fleet at 150K miles. The new unit will have new compartment changes and Starlink communications. Crossan moved to

approve the agreement and purchase order, Ormond seconded. Motion approved without objection.

11. Consider, discuss, and take appropriate action to deem surplus Medic Unit 4311. Clapper report this unit is our highest mileage unit and becoming problematic with maintenance issues. By approving, the Unit will go to auction but we will still have three reserve units. Czapinski motioned to deem Medic Unit 4311 as surplus, Hayes seconded. Motion approved without objection.
12. Review, discuss and take appropriate action to approve a Proposal for Engagement for ABIP to conduct the 2025 Annual Audit. Hemphill mentioned the fee is higher than we paid last year, but less than a 10% increase. Auditors would begin mid-March. Crossan reported last year's audit was smoother and recommendations were executed. Crossan motioned to approve the proposal with ABIP, Czapinski seconded. Motion approved without objection.
13. Review, discuss and take appropriate action for 2025 Budget Amendments. Clapper and Hemphill reported several highlights: Ambulance premium increase is due to insurance - \$48,910. Medical Director - decrease of \$60,000 due to transition. Total income increase of \$625,082.96. Total Expenses increase of \$700,255.72. Crossan motioned to approve the budget amendment as presented, Ormond seconded. Motion approved without objection.
14. Receive December financial report from the treasurer and consider taking related actions including approval of monthly bills, invoices, and financial report. Crossan and Hemphill reported 2024 vs 2025 Property Tax Analysis \$206K (\$143K less budgeted) less received. Crossan reviewed the monthly bills. Hays motioned to approve the financial report and monthly expenses , Czapinski seconded. Motion approved without objection.

Identify agenda items for the February meeting.

Election of officers

Strategic Plan - Appointment to Committee

SAFE D recap

Public Comment Resolution - Adoption

RFQ update for Assistant Medical Director

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

Clapper thanked Janusaitis for reunification of bad accident last year

Janusaitis enjoyed trip to Houston to Frazer

Presentation at SAFE-D on Friday afternoon

Czapinski thanked Angela for informing credit hours

Next Meeting - February 19, 2025 at 6:30pm

Adjourn at 7:41pm

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 02/13/2026