

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

Minutes of Regular Meeting April 16th, 2022

CALL TO ORDER: Commissioner Crossan declared a quorum and called the meeting to order at 4:04 PM. All commissioners were present. Also present were Fire Chief Robert Mikel, and Angela Hemphill, Chief Financial Officer (CFO).

CITIZENS PRESENT: Several members of the Department (on shift) attended. FF Charles Richard gave a brief update on Canyon Lake Professional Firefighters (CLPFA) Association activities and an invitation to their upcoming crawfish boil.

APPROVE/DISAPPROVE MINUTES OF PREVIOUS MEETING: The March 2022 minutes were distributed, reviewed, and approved without amendment or corrections.

CHIEF'S REPORT: Chief Robert Mikel provided an operational summary including quarterly performance data. Also included in his update were: the status of CAD and Emergency Radio upgrade within Comal County, the status of paramedic training and acquisition, status of ambulances to include maintenance issues.

ACTION ITEM AGENDA:

ACTION ITEM #1. Update discussion and take action as necessary relating to request from the Comal County Elections Coordinator for the creation of a shape file containing the boundaries of ESD No. 2. **CFO Hemphill indicated progress was made but not completed. Commissioner Whitcomb recommended that this action item be to an information item since no approval is required by the board. All commissioner concurred.**

ACTION ITEM #2. Review timeline and discuss critical milestones for 2023 budget preparation and tax rate coordination. **This item is to be retained for the June 2022 for scheduling and coordination.**

ACTION ITEM #3. Consider, discuss and take appropriate action on proposed purchase order for two (2) Dell Latitude 5430 Rugged Laptops and two (2) docking stations through Dell Marketing, LLP totaling \$5,437.96 (Budgeted). **Motion by Commissioner Whitcomb, second by Commissioner Hayes to approve purchase order. Motion passed by consensus.**

ACTION ITEM #4. Consider, discuss and take appropriate action on proposed purchase order for one (1) Type 1 Frazer ambulance for totaling \$287,127.00 (Budgeted). **After update discussion by Chief Mikel, Commissioner Whitcomb recommended tabling this item, all commissioners concurred.**

ACTION ITEM #5. Consider, discuss and take appropriate action on proposed purchase order for training manikin set through Tru Corp totaling \$19,916.00 (Budgeted). **Motion by Commissioner Whitcomb, second by Commissioner Dishman to approve purchase order. Motion passed by consensus.**

ACTION ITEM #6. Ratification of emergency approval from President Crossan for repairs to Ambulance (Unit 4311) by San Marcos Dodge Chrysler totaling \$16,430.01. **Motion by Commissioner Schein, second by Commissioner Whitcomb to ratify emergency spending for repairs to Unit 4311. Motion passed by consensus.**

ACTION ITEM #7. Receive report from the treasurer and consider taking related actions Commissioner including approval of monthly bills, invoices, and financial report. **Motion by Commissioner Whitcomb second by Commissioner Hayes to accept the financial report and pay required bills. Motion passed by consensus.**

COMMISSIONER COMMENTS: All comments for information only, no action items will be considered.

NEXT MEETING:

Regular monthly meeting – Thursday May 19th 2022 at 4:00PM – Canyon Lake Fire/EMS Station 51

ADJOURN: Meeting adjourned at 5:15 PM