

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

Minutes of Regular Meeting
Thursday, May 23, 2024, at 4:30 PM at
Prepared By: Chelsea Ormond, Secretary

Call to Order: President Schein called the meeting to order at 4:30PM and declared a quorum was present. Commissioners Crossan, Janusaitis, Ormond and Schein were present. Also present were Chief Robert Mikel, Assistant Chief Clapper and Angela Hemphill, CFO.

Citizens Present: Charles Richard, President of CLPFFA thanked ESD No. 2 for the EMS Week appreciation gifts. He extended an invitation to a BBQ Cook-Off fundraiser on May 25 hosted at Milan & Greene in Blanco, as well as the annual Shrimp Boil fundraiser on May 26. The 9/11 Memorial will be a CLPFFA community event, more information to follow. He announced Braxton Sales, a previous CLPFFA \$5,000 Scholarship winner, is now a new hire working for CL Fire/EMS and affirmed the success of the program.

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

Chief's Operational Report: Chief Mikel presented a personnel update with a new hire being a local CLPFFA scholarship winner. Three new employees started on shift this week for field training and orientation, and three resignations were submitted with reasoning being relocation for family reasons. The operations update included the Westnet radio system with training completed last week with dispatch and other departments. The system launch was scheduled for May 21, which had technical complications and halted the launch. The Westnet team has scheduled to come out and troubleshoot with the Comal County technology department.

Action Item Agenda

1. **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.** Crossan reported the audit work has halted progress on this assignment for both ESDs. Janusaitis has volunteered to serve on the committee along with Schein. Janusaitis asked Hemphill about the timeline and alignment of the Interlocal Agreement with consideration for budget and tax rates approvals in August-September. Hemphill explained the timing for the agreement and budget coordination with the biggest allocation being an increase in personnel. Hays also previously offered to serve on the committee. No action taken.
2. **Review, discuss and take appropriate action if needed on update of options for legal representation and having an attorney on retainer.** Crossan received one proposal from Coveler & Peeler with hourly rate established per meeting and services. \$395 hourly rate, \$360

attorney rate, and \$225 paralegal rate. He noted that we will need these services for reviewing the upcoming interlocal agreement. Crossan motioned to accept the proposal with Coveler & Peeler, Janusaitis seconded. After no further discussion, the motion was approved without object.

3. **Consider, discuss and take appropriate action if needed on previous audit comments for Investment Policy review, Capitalization Policy review, and Purchasing Policy review.** Crossan updated that the audit is still in progress and these documents need to be provided for the report. One change mentioned was the current Capitalization Policy includes that anything over \$1,000 goes on capitalization plan, but the recommendation is to update the policy to \$7,500-\$10,000. Crossan will update next month. No action taken.
4. **Consider, discuss and take appropriate action if needed on a proposal to purchase ambulance chassis to meet updated assembly timeframe for new ambulance build.** Assistant Chief Clapper reported the new ambulance build will be pushed back 16-18 months and likely will not be delivered in 2024 as expected. Frazer, the approved vendor, is unable to purchase/provide the chassis on our behalf. The build process cannot start until a VIN is provided, therefore the unbudgeted chassis must be purchased now to get on next year's build schedule. Clapper mentioned that buying the chassis separately does save some money. Janusaitis moved to accept the proposal for purchase of the chassis, Crossan seconded. After no further discussion, the motion was approved without objection. Schein appreciated the forward thinking.
5. **Consider, discuss and take appropriate action if needed on proposed list of items to deem surplus and authorize appropriate disposal.** Assistant Chief Clapper presented a proposed list of items for surplus/salvage/destroy, some including a rhythm generator, battery chargers, and computers which are included in a replacement plan. Janusaitis motioned to approve surplus/destruction as presented, Ormond seconded. Motion was approved without objection.
6. **Receive report from the treasurer and consider taking related actions including approval of monthly bills, invoices, and financial report.** Crossan presented the monthly financial package. Janusaitis motioned to approve monthly claims, Ormond seconded. Motion approved without objection. Crossan reported the 2023 Audit Report should be ready within the next week, and must be submitted to Comal County Commissioners Court by June 30. Janusaitis moved to authorize Crossan and Schein to review, approve and submit the audit report to Comal County Commissioners Court by the deadline, and then to ESD No. 2 at the June meeting, Ormond seconded. After no further discussion, the motion was approved without objection.

Presentation of Communications Received: Ormond reported receiving communications from the Canyon Lake Chamber of Commerce for the Serve & Protect program. Canyon Lake Fire/EMS will be this year's beneficiary of this event held July 23 at Goofy's Bar & Grill.

Identify agenda items for June meeting:

Audit report discussion and ratification
Policy update discussion
Updated of items with no action taken

Commissioners Comments: None

Next Meeting Date: Regular monthly meeting, June 20 @ 4:30PM, Canyon Lake Fire/EMS Station 51. All ESD No. 2 meetings moving forward will be held on the third Thursday of the month.

Adjourn: Meeting adjourned at 5:51PM