

Emergency Services District No. 2
Comal County, TX
P.O. Box 2140, Canyon Lake, TX 78133
Minutes of Regular Meeting
Thursday, July 11th, 2024, at 4:30 PM at
Prepared By: Angela Hemphill

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

Citizens Present: None

Minutes of Previous Meeting: The June 2024 minutes were tabled until the August regular meeting for additional time to review.

Chief's Operational Report: Chief Mikel's stated that the transition to WestNet and full new radio system operations has occurred however there was an issue with one of the neighboring department's equipment so there is a continued delay in finalizing the move. He stated it should occur within a week or two. He then gave the quarterly report going over total incidents, response times and other operation metrics monitored. He relayed that after evaluation of the district's needs, 2024 will be the last year that the department will host a paramedic program.

Action Item Agenda

1. Review, discuss and take appropriate action if needed on Truth and Taxation process for 2024: Ms. Hemphill relayed that the certified numbers are made available to each taxing entity no later than the 25th of July from the Appraisal District. Chief Mikel, Chief Clapper and she have started development of the FY25 budget for proposal at the budget workshop. She stated that since 2 commissioners were absent for this meeting, she would send out an email asking for availability for the week of August 5th to conduct the budget workshop. Once the certified numbers are out, she will work with the tax office on the calculation of the different rates for the commissioner to consider for adoption. The board acknowledged.

2. Consider, discuss and take appropriate action if needed to update and/or amend the Purchasing Policy:

Commissioner Crossan requested this item be tabled as he and Ms. Hemphill needed additional time in preparing. No action taken for the Purchasing Policy which will be reviewed in August.

3. Consider, discuss and take appropriate action if needed on a proposed list of items to deem surplus/salvage/destroy and authorize appropriate disposal.

No items presented. No action taken.

4. Consider, discuss and take appropriate action if needed on the purchase of a 14' ambulance totaling \$287,765.00 through Frazer, LTD.:

Chief Clapper informed the board that this chassis is outside of budget however there are funds available to proceed. If we do not secure the box installation presented at this time, the delay our spot in line for next year's replacement ambulance into FY26 and our fleet would be impacted negatively with that kind of delay. Commissioner Janusaitis moved to approve the proposed purchase of a 14' ambulance through Frazer, LTD. Totaling \$287,765.00. Commissioner Crossan seconded the motion. All approved, motion carried.

5. Consider, discuss and take appropriate action on proposed Clinical Affiliation Agreement between Comal County ESD 2, Comal County ESD 3 and Texas Fire Academy for EMT student ride-outs:

Chief Clapper stated that this was a revised clinical affiliation agreement proposed by Texas Fire Academy for consideration as our existing agreement had lapsed. Commissioner Crossan moved to approve the agreement as presented. Commissioner Janusaitis seconded. Motion approved with objection.

6. Receive report from the treasurer and consider taking related actions including approval of monthly bills, invoices, and financial report:

Commissioner Crossan reviewed the claims for the month of July stating there was nothing out of the normal. Commissioner Janusaitis motioned to approve the monthly claims as presented, Commissioner Crossan seconded. Motion approved without objection.

Presentation of Communications Received: None

Identify agenda items for August meeting:

Purchasing Policy update discussion

FY 25 Budget Proposal and Adoption of Tax Year 24 Ad Valorem Rate.

Update from Interlocal Agreement Committee on station of ILA

Updated of items with no action taken

Commissioners Comments: Commissioners Crossan and Schein gave their availability for the next couple of months due to traveling obligations. Commissioner Janusaitis stated that he was following the Spectrum Outage and would bring additional information back to board.

Next Meeting Date: Budget Workshop and Regular monthly meeting, To Be Determined, both to be held at Canyon Lake Fire/EMS Station 51.

Adjourn: Meeting adjourned at 5:29PM