

The Board of Comal County Emergency Services District No. 2 will hold a regular monthly meeting on **Thursday, December 18, 2025**, at **6:30 PM** at Canyon Lake Fire/EMS Station 51, 1074 Scissortail, Canyon Lake, Texas.
This meeting is open to the public.

MINUTES

Workshop Agenda

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

Public Comment: Recognition and welcome of citizens present and their comments. Patty and Barry - he commented he's lived here one year in Meyer Ranch and is blessed by the community volunteers and public servants and acknowledged each Commissioner for their expertise and contributions.

Canyon Lake Professional Fire Fighters Association Report - Charles Richard updated that the annual toy drive contributed to over 50 families at 4 local schools including bicycles. He was re-elected for another two-year term as President, and was appointed to the state association for ESD legislative advocacy. The association will continue to build upon intentional relationships with the community.

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:

- Quarterly call data
- Hiring process - 20 candidates attended the physical agility test with 10 passing, nine qualified for interviews to fill two vacant positions
- New ambulance will be picked up next week

Review minutes of November meeting - Minutes accepted as presented

Old Business - (Change to Regulatory)

1. Consider, discuss and take appropriate action if needed on HIPPA Security Rule Notice of Proposed Rulemaking to Strengthen Cybersecurity for Electronic Protected Health Information. Janusaitis updated that not much change has been made.

New Business

1. Consider, discuss and take appropriate action if needed to debrief the DHS Intelligence & Analysis San Antonio Corporate Security Symposium. Janusaitis reported he attended this event. Highlights were sessions on quantum AI computing will be prevalent by 2030 including encryption - all encryption will be void (financial, healthcare, etc.) new technique has not been implemented yet. Moving forward, we will need to develop procurement language and information by vendors.
2. Consider, discuss and take appropriate action if needed to appoint two ESD No. 2 Commissioners to serve on the Assistant Medical Director Request For Qualifications (RFQ) Committee. Assistant Chief Clapper reported that Dr. Wright has committed full time to the role and we now need an assistant medical director to fill the position. Commissioner Hays volunteered and explained the process and timeline. Commissioner Czapinski volunteered. President Janusaitis approved the appointment to the committee.
3. Consider, discuss and take appropriate action to approve the proposed contract agreement for Medical Director Services with Comal County ESD No. 2 and Dr. William Wright. Chief Clapper reported the contract changes with an increase in annual salary which is lower than other departments in our area. Contract language includes one-year extension. Crossan moved to approve the contract agreement as presented, Hays seconded. Motion approved without objection.
4. Consider, discuss and take appropriate action if needed to deem surplus, and if not sold - salvage, for inventory items presented. - Clapper updated they are cleaning out reserve gear that we no longer utilize to list for auction. Hays motioned to approve deeming the equipment as surplus, seconded by Crossan. Motion approved without objection.
5. Receive November financial report from the treasurer and consider taking related actions including approval of monthly bills, invoices, and financial report. Crossan and Hemphill reported the audit will start in March so we can propose a budget amendment in January once all expenses are finalized to see what needs to be amended. Budget for new heart monitors will be adjusted. No unexpected or big expenses coming up that we are not aware of that have a December invoice date. Ambulance cost is included and funds will be transferred for payment. Confirmation of Commissioners completed signatories for Security State Bank. Prosperity Bank accounts are reconciled. Review of monthly expenses was provided. Ormond motioned to approve the financial report and monthly expenses, Czapinski seconded. Motion approved without objections. ABIP submitted an engagement letter for FY 25 Audit in Feb./March with an increase in cost for services. Will consider and approve in January.
6. Consider, discuss preparation of annual report to Comal County Commissioners Court in January. Last Thursday in January 29 for presentation. Ormond will work on updating the report from last year and provide to each ESD for review. No action needed.

7. Discuss SAFE-D 2026 Annual Conference Attendance in San Antonio January 30-31. Commissioners confirmed attendance, registration and hotel stay. Tentative conference schedule in the SAFE-D magazine.

Identify agenda items for the January meeting.

ABIP Audit engagement approval.

Annual Report Approval - Due by Jan. 23

Budget Amendment

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

Dr. Flannigan's send off for 35 years

Next Meeting - January 15 at 6:30pm at Station 51

Meeting Adjourned at 7:11pm

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.

Comal County Emergency Services District No. 2 is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call Angela Hemphill, Manager for Comal County Emergency Services District No. 2 at (830) 907-2922, EXT 304 for information. Hearing impaired or speech disabled persons equipped with telecommunication devices for the deaf may utilize the statewide Relay Texas Program by dialing 7-1-1 or 1-800-735-2988.

Chelsea Ormond, ESD No. 2 Secretary
Posted 01/08/2026