

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

Minutes of Regular Meeting January 19th, 2023

CALL TO ORDER: Commissioner Crossan declared a quorum and called the meeting to order at 4:35 PM. Commissioners Whitcomb, Dishman, Hayes, and Schein were present. Also present were Chief Robert Mikel, EMS Chief Chris Clapper and Angela Hemphill, Chief Financial Officer (CFO).

CITIZENS PRESENT: No citizens were in attendance.

APPROVE/DISAPPROVE MINUTES OF PREVIOUS MEETING: The December 2022 minutes were reviewed and approved.

CHIEF'S REPORT: Chief Mikel presented an update on the status of the department. Brett Parker has been promoted to Captain and the Lieutenant position he vacated is open for internal and external candidates. One firefighter/paramedic resigned recently, with four qualified internal candidates expressing interest.

The Chief updated the board on the radio system – dispatch practices and procedures are being reviewed and improved, and new radios have been installed in all stations. Response times were reviewed, and the Chief reported one structure fire which presented access problems. Another incident was a response to a person who fell trying to clear a clogged shower drain. The responding paramedics cleared the drain before they left the scene, demonstrating an outstanding level of service and compassion.

ACTION ITEM AGENDA:

1. Approve and accept appointments of oaths of office for reappointment/ appointment of commissioners and welcoming all newly appointed and reappointed commissioners.

Reappointed commissioners Schein and Crossan confirmed their reappointment and that they took their oath of office

2. Nominate, discuss, and elect officers for ESD 2 Board for 2023.

Discussion of the officer duties for 2023 resulted in the following nominations:

President – Jim Whitcomb

Vice President – Tom Crossan

Treasurer – Archie Dishman

Assistant treasurer – Fran Hayes

Secretary – Ken Schein

Motion by Jim Whitcomb, second by Archie Dishman to approve these officers. Jim assumed his new position as president at this time.

3. Review, discuss, and take appropriate action on signatories for all ESD accounts, notification to institutions, distribution of minutes, and each signatory set time to sign appropriate documents.

Discussion, including need to get January minutes to Prosperity bank so they can create a new signature card for the ESD 2. When the minutes are received by the bank each commissioner will need to stop by to sign that card

4. Review, discuss, and take appropriate action on training requirements and compliance status for each commissioner.

Discussion of current status of training requirements - all commissioners are up to date. The board also discussed the upcoming SAFE-D conference; all but Archie Dishman will be able to attend (Archie's training from last years SAFE-D conference will carry him through the end of this year)

5. Consider, discuss, and take appropriate action on a purchase request dated 14 Oct 2022 for supplies and equipment related to the acquisition of new monitors being delivered in the first quarter of 2023. This \$6,966.22 purchase is a budgeted item.

Motion by Jim Whitcomb, second by Archie Dishman to approve this purchase

6. Consider, discuss, and take appropriate action on the purchase request for two replacement laptop computers with docking stations, total price \$5,388.20. This is a budgeted item.

Motion by Jim Whitcomb, second by Ken Schein to approve this purchase

7. Consider, discuss, and take appropriate action on the purchase request for PAX Tempus PROR/LS System Rails Kits and Bags, total price \$7,392.00. This is a budgeted item.

Motion by Jim Whitcomb, second by Archie Dishman to approve this purchase

8. Consider, discuss, and take appropriate action on the updated maintenance contract for all Stryker equipment. This three-year contract is a budgeted item but exceeds the current estimate.

Motion by Archie Dishman, second by Ken Schein to approve this maintenance contract purchase.

9. Consider, discuss, and take appropriate action on the proposed Memorandum of Agreement between Texas A&M Engineering and Extension Service (TEEX), Comal County ESD No. 2 and Comal County ESD No. 3 for the 2023 Paramedic Program at a cost of \$15,300.00.

Motion by Jim Whitcomb, second by Fran Hayes to approve this MOA, including the cost of the 2023 paramedic training program

10. Review, discuss, and take appropriate action on proposed resolution to oppose Texas Municipal League (TML) initiative to allow municipalities to remove themselves from ESDs. Document: CCESD2 resolution 1

11. Review, discuss, and take appropriate action on proposed resolution to oppose TML initiative to require city council approval for an ESD to expand into a city's corporate limits or ETJ. Document: CCESD2 resolution 2

12. Review, discuss, and take appropriate action on proposed resolution to oppose TML initiative to require an ESD to enter into a sales and use tax sharing Agreement.
Document: CCESD2 resolution 3

13. Review, discuss, and take appropriate action on proposed resolution to oppose TML initiative to restrict ESD communications. Document: CCESD2 resolution 4

Agenda Items 10, 11, 12, 13 were tabled (Motion by Jim Whitcomb, second by Ken Schein) in order for the board to do more research on these resolutions from the Texas Municipal League. We agreed that the ESD Conference would be an opportunity to gather more information and discuss these resolutions with other ESDs and subject matter experts.

14. Consider, discuss, and take action to prepare and review report for County Commissioners Court and County Attorney presentation in January.
There was a discussion of this presentation and edits of last years slides; Jim Whitcomb will make our presentation at the next County Commissioners Court Meeting on January 26th. (Jim noted he has a jury summons, and might not be able to be there that date, so in his absence Tom Crossan will do our presentation)

15. Receive report from the treasurer and consider taking related actions including approval of monthly bills, invoices, and financial report.
Treasurer Archie Dishman presented the financial report for ESD 2, noting out continued good status financially. In particular he mentioned our reserve fund has grown to over 4.2 million dollars – continuing a process started many years ago to provide for the continued operation of the department during an economic downturn. Motion by Jim Whitcomb, second by Fran Hayes to approve Archie’s report.

Presentation of communications received
No communications were received

Identify agenda items for February meeting
Revisit the Texas Municipal League resolutions

Commissioners Comments (will not be subject to discussion or voting)
There was a discussion of the logistics for the SAFE-D conference

Next Meeting
Next Comal County ESD 2 meeting: February 23, 2023

Adjourn
Meeting adjourned at 5:45 PM