

Emergency Services District No. 2

Comal County, TX
P.O. Box 2140, Canyon Lake, TX 78133

Minutes of Regular Meeting
Monday, May 21, 2026, at 6:30 PM at
Prepared By: Chelsea Ormond, Secretary

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 present and led the pledges and prayer. Other Commissioners present were Crossan, Ormond, Chief Mikel, Assistant Chief Clapper and Angela Hemphill, CFO.

Recognition and welcome of citizens present and their comments. None

Canyon Lake Professional Fire Fighters Association Report - President Richard discussed Fill the Boot event May 23 10am-2pm at The Horseshoe to support the start of the newly founded non-profit of the association - Structure Fire Relief Fund which will purchase gift cards to be stocked on trucks for immediate family support. Sunday is Crawfish boil. He thanked the group for the invitation to the Strategic Planning Workshop and appreciated having a seat at the table expressing priorities for staffing.

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.

- Training - Texas Taskforce One hosted rescue swimmer training in which the department provided assistance and received training. We are looking to do something similar on August 1 with the boats and rescue team.
- CPR training and fire extinguisher training his being held
- Chief attended Comal County Commissioners Court for WORD water safety awareness proclamation
- Quartermaster is resigning due to relocating. A Lieutenant is interested, so it will be an internal promotion and then hiring. J. Garcia will be out for several months on medical leave.

Review minutes of April meeting - Approved as presented

Governmental & Regulatory Updates -

Discussion of legislative/policy review, compliance, and enforcement updates.

1. HIPAA Security Rule final rule and other regulatory updates - May is target to be finalized, but because of DHS shutdown the ruling has been delayed. Texas DIR has now mandated forms for AI use.

2. Public Safety Threat Alliance (PSTA) and other updates - President briefed on recent malware attack using AI through utility company in Mexico incident, and the Comal County ESD 4 President email with attachment was a phishing attempt that breached their system.
 3. Review, discuss and take appropriate action if needed on comments provided in the 2025 Audit Report, then consider taking appropriate action to approve the 2025 Audit Report.
 - a. Presentation provided by ABIP representative of overview with unmodified opinion. Assets exceed liabilities by \$13.3M. Net position increased by \$2.4M from 2024 due to increase in property taxes and patient receivables. Reserve fund \$2.6M (4 months operating budget of committed funds (cash)). Highest expenditure increase was to ESD 3.
 - b. Material weakness 2025 -1 Patient Receivables - delay in reports from Emergicon which affects adjustments for the audit process and reconciliation throughout the year. Angela will work with vendor to receive reports more often.
 - c. Audit is in compliance and aligned with all policies and statues
- Crossan motioned to approve the audit report as presented and with authorization send to Comal County Commissioners Court. Seconded by Ormond. Motion approved without object.

Old Business

4. Consider, discuss and take appropriate action to adopt a resolution establishing rules and procedures for public comment during open meetings. Angela updated that Peeler emailed with some suggestions and we will review and bring back next month.
5. Consider, discuss and take appropriate action on the final draft quantum procurement language for future computer-based purchases. Draft is still in progress. Will bring back next month.
6. Consider, discuss and take appropriate action on policy update recommendations to include guidance for training and use of Artificial Intelligence. Janusaitis reported ESD 3 approved an updated IT policy which includes the new Texas DIR AI requirement and training. We will look at aligning our policy with ESD 3. Training is mandated to be completed by August 31 and Janusaitis has the training certification. Will bring back next month.
7. Receive report from the Assistant Medical Director Committee then consider, discuss, and take appropriate action to approve the contract proposal for the committee's recommendation for the position of Assistant Medical Director. Chief Clapper reported that Medical Director Dr. Wright has offered revisions on expectations within the contract. One applicant submitted and met the leadership team last week in which Chief Clapper expects a strong partnership. Committee is requesting a 90 probation period. Crossan motioned to enter contract negotiations with the recommended candidate, Ormond seconded. Motion approved without objection.
8. Receive report, consider, discuss and take appropriate action if needed from the Joint Strategic Planning Committee. Janusaitis reported that Chief and Holly Gil are reviewing and consolidating the workshop information ahead of the next committee meeting.

New Business

9. Consider, discuss and take appropriate action on proposed agreement with South Texas Blood and Tissue and Comal County ESD No. 2 for services to maintain supply and continuation of Whole Blood Program. Chief Clapper reported the vendor has not provided a 1295 form, but will complete as soon as possible so there is no lapse in service. Ormond motioned to approve the agreement upon receiving the supplemental form, Crossan seconded. Motion approved without objection.
10. Receive April financial report from the treasurer and consider taking related actions including approval of monthly bills, invoices, and financial report. Crossan reported Balance Sheet is reconciled except for Prosperity Bank and list of monthly expenses, Budget vs Actual we discovered Patient Receivables had two line items under previous bookkeeper, so April Patient Receivables are not entered. Banking transition is complete and we can access reports from Security State Bank and Trust. Before next month's meeting, we will be closed out with Prosperity Bank. EMS equipment will show Philip's refund of \$156k for return of heart monitors which will be deposited and shown next month's financials. Property Tax reports show we are already in excess of the total we received last year. Crossan motioned to approve the April financial report and monthly bills, Ormond seconded. Motion approved without objection.

Identify agenda items for the June meeting

Budgeting will begin in July

Next Meeting Date - June 18 6:30pm

Commissioner Comments

Shattered Dream success with Canyon Lake High School

Janusaitis was reappointed to SAFE-D Board as Chairman of Research and IT

SAFE D regional meeting on June 27

Adjourned at 7:46pm

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.

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Chelsea Ormond, ESD No. 2 Secretary
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