

**Bexar County
Emergency Services District No. 8
Meeting Minutes
December 5, 2017
6:30 P.M.**

The Bexar County Emergency Services District No. 8 conducted a meeting at the Grey Forest City Council Chambers located at 18502 Scenic Loop Road, Helotes, Texas 78023 on December 5, 2017 beginning at 6:30 P.M. The following was discussed:

1. Commissioner Hune called the Bexar County Emergency Services District No. 8 Meeting to Order at 6:30 P.M. and established a quorum with Commissioners' Yates, Voss and Burke. *Commissioner Logan was unable to attend as she is still tending to business related to Hurricane Harvey's aftermath.*
2. Pledge of Allegiance was recited.
3. Election of Officers. *After some discussion, the following slate of officers was stated:*

<i>Commissioner Hune</i>	<i>President</i>
<i>Commissioner Yates</i>	<i>Vice-President</i>
<i>Commissioner Voss</i>	<i>Treasurer</i>
<i>Commissioner Burke</i>	<i>Assistant Treasurer</i>
<i>Commissioner Logan</i>	<i>Secretary</i>

Commissioner Yates made a motion to approve the slate of officers as presented. Commissioner Voss seconded the motion. Motion carried by a 4/0 vote.

4. Citizens to be heard. (3-minute time limit per individual.) *There weren't any citizens signed up to speak during this segment.*
5. Approval of the minutes from the November 7, 2017 meeting. *Commissioner Yates made a motion to approve the minutes with the addition of the name "Angela Hemphill" as being the individual that will be assisting the District in reviewing the payroll procedure. Commissioner Voss seconded the motion. Motion carried by a 4/0 vote.*
6. Chief's Report.
 - a. Run Report. *The run report was presented to the Board. The department was dispatched to several fires in the Tapatio area.*
 - b. Informative items. *The department is awaiting the results of the tests that some of the firefighters took. There is a night parade that the department will be a part of this coming Saturday.*
7. Financials:
 - a. Review of the financial reports for the District. *The Board reviewed the financials for the District.*
 - b. Approval to pay the bills through December 31, 2017. *Commissioner Yates made a motion to pay the bills through December 31, 2017. Commissioner Burke seconded the motion. Motion carried by a 4/0 vote.*
 - c. Update related to the payroll process and procedures. *Ms. Hemphill from Comal County ESD No. 1 was sent an email earlier in the day requesting a date when she might be able to meet with us but had yet to respond to that email. No further information at this time.*

- d. Update on accounting policies and procedures. *The Administrator will be emailing out various policies to the Board over the next month for their review.*
 - e. Approval to sign new bank signature cards. *Commissioner Yates made a motion giving approval to sign new bank signature cards. Commissioner Burke seconded the motion. Motion carried by a 4/0 vote.*
8. Review of the meeting planning tool. Set a date for a Workshop related to possibly building a new fire facility. *Commissioner Hune spoke about the need for a new fire facility. A workshop related to this was tentatively scheduled for February 6, 2018.*
9. Requests from the Board for any agenda items for consideration at the next meeting scheduled for January 2, 2018. *The next meeting will be on the 9th of January and should include an item to approve signage for the road showing where the fire station is located.*
10. Adjourn. *With no further business before the Board, Commissioner Hune adjourned the meeting at 7:51 P.M.*

ATTEST:

Ms. Linda Logan
Secretary

Ms. Gloria Salinas
Administrator