

**Bexar County**  
**Emergency Services District No. 8**  
**Meeting Minutes**  
**June 27, 2017**  
**6:30 P.M.**

**The Bexar County Emergency Services District No. 8 conducted a special meeting at 18515 Scenic Loop Rd, Helotes, Texas 78023 on June 27, 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 6:32 P.M. and established a quorum with Commissioners; Voss, Reeves and Logan present. Commissioner Yates was not present.
2. The Pledge of Allegiance was recited.
3. Review and discussion on the Audit for the Fiscal Year ending 2016 presented by Margaret Nixon, CPA. *Ms. Nixon spoke to the Board about the FY 2016 Audit and the findings and/or exceptions noted. She stressed the need for the Board to develop and establish policies and procedures. These policies then need to be communicated to all to prevent loss and control expenditures. Controls need to be in place related to asset purchases from the initial purchase to the eventual disposal of the asset. She was unable to verify much of the assets transferred to the District from Grey Forest AVFD because of lack of proper documentation. There are issues with payroll as well and further noted that ADP is not set up properly.*
  - a. Authorization to approve the District's FY 2016 Audit to be turned into the Bexar County Auditor's office by June 30, 2017. *Commissioner Reeves made a motion to authorize the Audit to be turned into the Bexar County Auditor's office. Commissioner Voss seconded the motion. Motion carried by a 4/0 vote in favor of.*
  - b. Authorization for the District's administrator to turn in the FY 2016 Audit report to the Bexar County Auditor's office prior to June 30, 2017. *Commissioner Reeves made a motion authorizing the Administrator to turn in the Audit report. Commissioner Voss seconded the motion. Motion carried by a 4/0 vote in favor of. It was requested that the word "prior" on this agenda item be changed to "by".*
4. Discussion and possible action on the proposed locations for the ESD No. 8 office and meeting locations. *Commissioner Reeves presented the cost of using the Escondida location as an office. Commissioners' Voss and Hune see no need for an office, however Commissioner Hune will continue to look at other options. No further action on this item.*

5. Adjourn. *Commissioner Logan made a motion to adjourn. Commissioner Reeves seconded the motion. Motion carried by a 4/0 vote in favor of. Meeting adjourned at 8:27 P.M.*

**ATTEST:**

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**Ms. Linda Logan**  
**Secretary**

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**Ms. Gloria Salinas**  
**Administrator**