

**Bexar County
Emergency Services District No. 8
Meeting Minutes
August 2, 2016
6:30 P.M.**

The Bexar County Emergency Services District No. 8 conducted a meeting at 19225 Scenic Loop Road, Helotes, Texas 78023 on August 2, 2016 beginning at 6:30 P.M. The following was discussed:

1. Commissioner Reeves called the Bexar County Emergency Services District No. 8 Meeting to Order at 6:50 P.M. and established a quorum.
 - a. The Pledge of Allegiance was recited.
2. Citizens to be heard. (3-minute time limit per person.) The Chief read a letter that was sent from a former firefighter that left the department because he was able to earn more money elsewhere. The Board also heard from a former Commissioner who introduced himself to the two new Board members.
3. Approval of Minutes from the July 26, 2016 meeting. Commissioner Hune made a motion to approve the meeting minutes. Commissioner Hooper seconded the motion. Motion carried by a 4/0 vote in favor of.
4. Discussion, update and/or appropriate action on the following:
 - a. Update on the GFAVFD audit. The Auditor spoke about the different financial records that she still needed in an effort to complete the audit. She continues to have difficulties in obtaining the necessary records from GFAVFD to verify many of the transfer of funds transactions that took place between the many bank accounts of the department prior to the merging with the District. Commissioner Hune made a motion that the Chief provide an inventory of all items to the Auditor that will include items greater than \$ 5,000 in value for depreciation purposes. Documentation, estimated useful life and cost of the item will be provided in an excel spreadsheet. The inventory list shall include all items as of the end of the fiscal year in an effort to complete the current audit. Commissioner Logan seconded the motion. Motion carried by a 4/0 vote in favor of. Commissioner Hune made a second motion respectfully requesting that the Board overseeing the Donation Account provide it as soon as reasonably possible. Commissioner Logan seconded the motion. Motion carried by a 4/0 vote in favor of.
 - b. Action to retain The DeBerry Group to provide outreach services on behalf of the District. There was a short recess taken by the Board between agenda items 4.a and 4.b. When the Board returned, Mr. Marks made a presentation on the outreach services that the DeBerry Group could provide to the District. Commissioner Hune made a motion to retain the DeBerry Group for the District. Motion died due to a lack of a second.
 - c. Discussion and appropriate action on personnel issues related to firefighters.
 1. Review of current pay scale. This item was moved for a workshop discussion in the month of September.

2. **Transfer firefighters from a 40 hour work week to a 53 hour work period. Same as item 4.c.1.**
 3. **Operational use of hotspots or other computer or IT equipment by personnel and determining costs versus benefits. Same as item 4.c.1.**
 4. **Attendance at the annual Fire-Rescue International Conference. The Board had several questions about this training. Captain Nottingham answered them and stated how valuable the training would be for the firefighters. Commissioner Hune made a motion approving attendance for the firefighters at the annual conference. Commissioner Logan seconded the motion. Motion carried by a 4/0 vote in favor of.**
 5. **Update and/or develop policy related to employees speaking on behalf of the District. The Board was informed that the firefighters attending the City of Grey Forest council meeting only give out a monthly report dealing with the number of calls that were made within the city limits. There is no further discussion by the firefighters related to ESD business.**
- d. **Discussion and appropriate action on the purchase of water rescue equipment. The Board asked the Chief several questions related to the water rescue equipment. Commissioner Hune made a motion to approve the purchase of the necessary water rescue equipment. Commissioner Logan seconded the motion. Motion carried by a 4/0 vote in favor of.**
- e. **Chief's Report.**
1. **Run Report. The Chief summarized the run report for the District. The average response time for calls within the District are being logged in at 9.91 minutes.**
 2. **Update to the Board on items or issues that have transpired over the past month. The Chief spoke about several issues related to the department. Commissioner Reeves asked for a status on the ToughBook replacement. The Chief will get back with that information shortly.**
- f. **Update on the motion by the Board requesting that the Chief turn in the following no later than noon on August 1, 2016; *(With the exception of items 7 and 10, every item seemed to have been turned in before noon at the District office.)***
1. **Copy of the existing Fire Department Standard Operating Procedures Manual.**
 2. **Copy of the existing Fire Department Safety Manual.**
 3. **Copy of the existing Fire Department Personnel Manual.**
 4. **Organizational Chart of the Fire Department Personnel.**
 5. **Copy of existing job evaluation forms utilized for fire personnel.**
 6. **Date of last job evaluations of all fire personnel.**

7. Copy of time reports showing all overtime worked by fire personnel since October 1, 2015 as reported on "When to Work" or other utilized time keeping methods.
8. Copy of the latest ISO report.
9. A report compiling all calls on a monthly basis and showing calls to date beginning October 1, 2015 through the present.
10. A copy of the Quickbooks data file of the Fire Department's "Donation Account."
11. A complete inventory of all radios with serial numbers belonging to the Bexar County FMO and BCSO to include a separate list of any missing radios.
12. List of all active Fire Department personnel and date of last performed background checks on those personnel.

5. Financials.

- a. Review of the financial reports. The Board reviewed and asked questions related to the income and expenses over the past month for the District.
 - b. Update on the motion made by the Board at the June 7th, 2016 meeting (item 4.e) related to the change of name and address from the fire department to the District. The District continues to have issues with some companies not being able to comply with the request to change the address on the bills.
 - c. Review and approval of the proposed FY 2017 Budget for the District. After carefully reviewing the proposed FY 2017 Budget for the District, Commissioner Hune made a motion to approve the proposed FY 2017 Budget. Commissioner Hooper seconded the motion. Motion carried by a 4/0 vote in favor of.
 - d. Discussion on the proposed 2016 Tax Rate to support the FY 2017 Budget. No motion was made on this item since it was a discussion item only. The Board felt that it is necessary to possibly set the 2016 tax rate at \$ 0.10 per \$ 100 property valuation based on the needs of the District for FY 2017.
6. Determine agenda items for the next regular Board meeting tentatively scheduled for September 6, 2016. Update on the Passport System and the audit for GFAVFD.
7. Adjourn. Commissioner Hune made a motion to adjourn. Commissioner Hooper seconded the motion. Motion carried by a 4/0 vote in favor of. Meeting was adjourned at 11:40 P.M.

ATTEST:

Ms. Linda Reeves
President

Ms. Gloria Salinas
Administrator