

**Bexar County  
Emergency Services District No. 8  
Meeting Minutes  
February 16, 2016  
6:30 P.M.**

The Bexar County Emergency Services District No. 8 conducted a meeting at 19215 Scenic Loop Road, Helotes, Texas 78023 on February 16, 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 6:40 P.M. and established a quorum.
  - a. The Pledge of Allegiance was recited.
2. Citizens to be heard (3-minute time limit per person). There weren't any citizens signed up to speak during this segment.
3. Approval of Minutes from the February 2, 2016 meeting. Commissioner Kunz made a motion to approve the minutes. Commissioner Hooper seconded the motion. Motion carried by a 3/0 vote in favor of.
4. Discussion, update and/or appropriate action on the following:
  - a. Audits – Status report GFAVFD Audit. Ms. Nixon has requested a copy of the 990's from the Grey Forest AVFD auditor. Commissioner Kunz and Ms. Nixon will be meeting with Mr. Reddout to move forward on this.
  - b. VFIS Insurance – All coverage including that required by the Lease agreement with the City of Grey Forest. The attorney for the City of Grey Forest, Mr. Campbell and VFIS are working on this issue.
  - c. Transfer of the Grey Forest Area Volunteer Fire Department assets to the District update. Two of the vehicles of which are still being leased will be transferred to D8FR. D8FR will assume the financial responsibility for these vehicles.
  - d. Retirement package for ESD8 employees. Commissioner Hooper made the motion as follows related to the retirement package to be offered to the employees; 5 years vested, 7 % rate, at a 2 to 1 matching rule of 75, any age with 30 years of

service. Commissioner Kunz seconded the motion. Motion carried by a 3/0 vote in favor of.

- e. **Acquiring office space for the District. This item was deferred.**
- f. **Chief's report . The Chief gave his report to the District Board. Among some of the highlights were a controlled burn scheduled for February 26, Career Day on February 26 and that the department will take part in the Helotes parade in April.**
- g. **Go Daddy – website, ESD8.org domain, email. The process is moving forward transferring everything into a new account.**
- h. **Purchase of laptop (if necessary) and/or associated software. This item was deferred.**
- i. **Repair of Fire Truck (Engine 1). Commissioner Hooper made a motion to repair the vehicle at a cost not to exceed \$ 3,000.00. Commissioner Kunz seconded the motion. Motion carried by a 3/0 vote in favor of.**
- j. **Discussion related to the purchase of a new fire apparatus. This item was deferred.**

## **5. Financials**

- a. **Review of the financial reports. The Board reviewed the financial reports and did not have any questions.**
- b. **Authorization to pay the bills. Commissioner Hooper made a motion to pay the bills. Commissioner Kunz seconded the motion. Motion carried by a 3/0 vote in favor of.**
- c. **Generations Federal Credit Union – Transfer all monies to D8FR Capital Account at Frost Bank and close Generations Accounts. This was an update item since action was taken prior.**
- d. **Schertz Bank – Transfer all monies to ESD8 Operating Account at Frost Bank and close Schertz Bank Account. This was an update item since it was discussed before.**
- e. **Authorization to transfer \$30,000.00 into the District's payroll account. This was an info item and no vote was taken.**

- f. **Approval to amend the FY 2016 Budget for the District as presented. Commissioner Kunz made a motion to amend the FY 2016 Budget as presented. Commissioner Hooper seconded the motion. Motion carried by a 3/0 vote in favor of.**
  - g. **Discussion and appropriate action to obtain a credit card for the District. Commissioner Kunz made a motion to have himself and the Administrator added to the current credit card application. Commissioner Hooper seconded the motion. Motion carried by a 3/0 vote in favor of.**
- 6. Determine agenda items for the next regular Board meeting tentatively scheduled for March 01, 2016. An item for ADP payroll reports and another item for inventory tags will be added to the next meeting agenda.**
- 7. Adjourn. Commissioner Hooper made a motion to adjourn. Commissioner Kunz seconded the motion. Motion carried by a 3/0 vote in favor of. Meeting adjourned at 9:34 P.M.**

**ATTEST:**

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**Mr. D. Carl Kunz  
Secretary/Treasurer**

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**Ms. Linda Reeves  
President**