

**Bexar County
Emergency Services District No. 8
Meeting Minutes
February 2, 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 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 6:30 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 January 05, 2016 meeting. Commissioner Hooper made a motion to approve the minutes. Commissioner Kunz seconded the motion. Motion carried by a 3/0 vote in favor of.
4. Discussion, update and/or appropriate action on the following:
 - a. Report from Tom Marks of DeBerry Group – Approval to continue contract. Commissioner Kunz made a motion to extend and continue the agreement with the DeBerry Group. Commissioner Hooper seconded the motion. Motion carried by a 3/0 vote in favor of.

At this time, a short recess was called so that the District's Board could go into a meeting of District 8 Fire & Rescue. Recess was at 6:50 P.M. and the meeting was called back to order at 7:18 P.M.

- b. Audits – Margaret Nixon, Auditor
 1. D8FR – ESD8 Commissioner Kunz made a motion approving the District's auditor to perform two different audits on the 2 entities. Commissioner Hooper seconded the motion. Motion carried by a 3/0 vote in favor of.
 2. Accounts at Schertz Bank and Generations Credit Union. Commissioner Kunz made a motion to close both of the accounts listed and transfer the funds from Generations Credit Union accounts into the D8FR capital account at Frost Bank and transfer funds from Schertz Bank account into Frost ESD 8 operating account. Commissioner Hooper seconded the motion. Motion carried by a 3/0 vote in favor of.
 3. Account for Leased Fire Station Expenses. The Board decided not to do it.
 4. GFAVFD. Ms. Nixon spoke with the Board about the difficulties she was encountering in obtaining information necessary to complete an audit.
 5. Asset transfer to the District. The District's attorney Mr. Campbell stated that the transfer of assets was done on January 21, 2016.

- c. **A lease agreement with the City of Grey Forest related to the fire station located at 18515 Scenic Loop Road, Helotes, Texas 78023. Commissioner Hooper made a motion to accept the lease agreement between the District and the City of Grey Forest. Commissioner Kunz seconded the motion. Motion carried by a 3/0 vote in favor of.**
- d. **Transfer of the Grey Forest Area Volunteer Fire Department assets to the District update. Paperwork was signed to transfer GFAVFD assets to the District on January 21,2016.**
- e. **Retirement package for ESD8 employees. This item was deferred and will be addressed in two weeks.**
- f. **Acquiring office space for the District. Commissioner Kunz made a motion authorizing Commissioner Hooper to work with Mr. Gabriel Perez on attempting to acquire office space for the District. Commissioner Hooper seconded the motion. Motion carried by a 3/0 vote in favor of.**
- g. **Report from Project Manager Gabriel 'Gabe' Perez**
 - 1. **Proposed Fire Station – Babcock & Cielo Vista. Mr. Gabriel Perez brought Board up to on the Cielo Vista property stating that the City of San Antonio had denied a waiver of \$20,000 back in 2014.**

At this time, the Board went into closed session at 9:00 P.M. and came back out into open session at 9:55 P.M. No action was taken during the closed session.

- 2. **Land acquisition for a fire station. Mr. Perez contacted a real estate agent and found 9 possible properties for a fire station.**
- 3. **Inventory verification of GFAVFD assets to transfer to the District. It was decided that Commissioner Kunz and Commissioner Hooper will be working with Mr. Gabe Perez on the inventory.**
- h. **Chief's report. The Chief gave his report to the Board. One of the items brought to the attention of the Board was that a few citizens called to state that their insurance premiums had gone up. For the record, Commissioner Reeves stated that until the City of San Antonio approves a waiver of the \$ 20,000.00 debt limit, the District's hands are tied and cannot proceed with the building of any station.**
- i. **ESD8/D8FR Administrator. After some discussion the Board decided to have Ms. Salinas perform the duties of District Administrator as Mr. Perez is not associated with the District at this time.**

5. Financials

- a. **Review of the financial reports. The Board reviewed the financial reports showing the amount of revenue received to date.**
- 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. **Approval to open a reserve bank account at Frost Bank for the District. No action taken on this item.**

- d. **Approval to accept \$ 605,223.00 from D8FR and put those funds into a Frost Bank Reserve bank account for the District. No action taken on this item.**
 - e. **Encumbering of Funds under “Other Expense” on the District’s FY 2016 Budget for the District 8 Fire & Rescue Fire Station. No action taken on this item.**
 - f. **Authorization to transfer \$30,000.00 into the District’s payroll account. Commissioner Hooper made a motion to transfer 30,000.00 into the District’s payroll account. Commissioner Kunz seconded the motion. Motion carried by a 3/0 vote in favor of.**
 - g. **Approval to amend the FY 2016 Budget for the District as presented. This item was deferred.**
6. **Determine agenda items for the next regular Board meeting tentatively scheduled for March 01, 2016. There weren’t any items to add to the agenda however several items were removed from the present 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.**

ATTEST:

Mr. Carl Kunz
Secretary/Treasurer

Ms. Linda Reeves
President