

Bexar County
Emergency Services District No. 8
Meeting Minutes
March 6, 2018
6:30 P.M.

The Bexar County Emergency Services District No. 8 conducted a meeting at the Bexar 8 Fire Station located at 18515 Scenic Loop Road, Helotes, Texas 78023 on March 6, 2018 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 6:48 P.M. and established a quorum. *Commissioners' Logan and Voss were unable to attend.*
2. Pledge of Allegiance *was recited.*
3. Election of Officers. *Commissioner Burke volunteered to assume the position of Secretary. After some discussion, the Board decided to vote to approve the slate of officers rather than vote individually. Commissioner Yates made a motion to approve the following slate;*

<i>President</i>	<i>Commissioner Hune</i>
<i>Vice-President</i>	<i>Commissioner Yates</i>
<i>Treasurer</i>	<i>Commissioner Voss</i>
<i>Secretary/Asst. Treasurer</i>	<i>Commissioner Burke</i>
<i>Member</i>	<i>Commissioner Logan</i>

Commissioner Burke seconded the motion. Motion carried by a 3/0 vote
4. Citizens to be heard. (3-minute time limit per individual.) *There were not any citizens signed up to speak during this segment.*
5. Approval of the minutes from the February 6, 2018 meeting. *Mr. Campbell corrected the chapter number from 551.071 to 551.074 as it applies to the Texas Government Code in the minutes of February 6, 2018. He also stated that the Closed Session should be two separate items instead of a main item with sub-items. Commissioner Burke made a motion to approve the minutes. Commissioner Yates seconded the motion. Motion carried by a 3/0 vote.*
6. **Closed Session** for consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code:
 - a. Discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code. *The Board went into closed session at 6:53 P.M. and came back into open session at 7:54 P.M.*
7. Discussion and possible action based on the recommendations of the District's Attorney related to the grievance filed against the Board by the ESD No. 8 District Administrator. *Commissioner Burke made a motion to have Mr. Campbell to proceed working on this issue. Commissioner Yates seconded the motion. Motion carried by a 3/0 vote.*
8. Discussion and possible action on personnel matters related to the performance review of the ESD No. 8 Administrator and Job Duties. *This item was deferred. The evaluation is to be done before the April meeting.*
9. Discussion and possible action on personnel matters related to the performance review of the ESD No. 8 Fire Chief and Job Duties. *Commissioner Yates made a motion that Commissioner Hune and himself*

will proceed as discussed related to the review of the Chief. Commissioner Burke seconded the motion. Motion carried by a 3/0 vote.

10. Discussion and possible action on the purchase of vehicle tires, computer upgrades and cardiac monitors to support the operations of the Fire Department. *Commissioner Yates made a motion authorizing the purchase of the vehicle tires, the requested computers and the cardiac monitors as presented in the Chief's report. Commissioner Burke seconded the motion. Motion carried by a 3/0 vote.*
11. Discussion and appropriate action on selecting an Auditor to begin the required FY 2017 District Audit. *The Board reviewed the booklet that the Administrator prepared with the Auditor proposals. Commissioner Yates made a motion to select the firm of Ede & Associates to do the required 2017 District Audit and have it completed by the June 1st deadline. Commissioner Burke seconded the motion. Motion carried by a 3/0 vote.*
12. Discussion and appropriate action on the appointments to the Grey Forest Area Volunteer Fire Department Board. *Commissioner Yates made a motion to appoint Commissioner Burke to the GFAVFD Board replacing Commissioner Logan. Commissioner Hune seconded the motion. Motion carried by a 3/0 vote.*
13. Discussion and appropriate action on the following items as they relate to the planning of additional fire stations:
 - a. Preferred Design and Locations for two additional fire stations. *The Board decided to proceed with building of a new fire station at the site on Babcock and Cielo Vista.*
 - b. Scope of work for an RFQ or RFP for a Project Manager to oversee the projects. *Mr. Campbell will be assisting in writing the necessary documents seeking an engineer and architect that will be the template for a Project Manager to oversee the project.*
 - c. Timeline for release of the RFQ or RFP. *The Board would like to have a special meeting before the end of March to continue working on release of an RFQ for the District. Commissioner Burke made a motion to have Mr. Campbell and Commissioner Yates create the required RFQ to proceed with building a station. Commissioner Yates seconded the motion. Motion carried by a 3/0 vote.*
14. Chief's Report.
 - a. Run Report. *Captain Nottingham spoke on behalf of the Chief who was unable to attend. The Board reviewed the run report.*
 - b. Informative items. *Captain Nottingham read the Chief's report to the Board as it had been submitted to the Board prior to the meeting.*
15. Financials:
 - a. Review of the financial reports for the District. *The Board reviewed the financial reports for the District.*
 - b. Update related to the payroll process and procedures. *The Administrator is working on a few policies related to the payroll process. These will be turned over to Commissioner Burke once completed for his review.*
 - c. Update on accounting policies and procedures. *The Administrator is still working on a few more but the bulk of the policies and procedures have already been turned over to Commissioner Burke for his review before being presented to the rest of the Board.*
 - d. Approval to sign new bank signature cards. *Commissioner Yates made a motion to approve the signing of the new bank signature cards. Commissioner Burke seconded the motion. Motion carried by a 3/0 vote.*
16. Review of the meeting planning tool. *The Board reviewed the planning tool.*

17. Requests from the Board for any agenda items to consider at the next meeting scheduled for April 3, 2018. *The following items were requested to be placed on the agenda for the April meeting; fire department signage and bids for possible selection, begin the process for the annual audit due by June 1st, focus on the RFQ for the building of the station and an item for the purchase of bunker gear.*
18. Adjourn. *With no further business before the Board, Commissioner Hune adjourned the meeting at 9:11 P.M.*

ATTEST:

Mr. William T. Burke
Secretary/Asst. Treasurer

Ms. Gloria Salinas
Administrator