

Bexar County
Emergency Services District No. 8
Meeting Minutes
February 7, 2017
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 7, 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 6:30 P.M. and established a quorum with Commissioners' Reeves, Logan and Yates present. Commissioner Voss was unable to attend.
2. The Pledge of Allegiance was recited.
3. Citizens to be heard (3-minute time limit per person.) *There were no citizens signed up to speak during this segment.*
4. Approval of Minutes from the January 10, 2017 meeting. *Commissioner Logan made a motion to approve the meeting minutes. Commissioner Yates seconded the motion. Motion carried by a 4/0 vote in favor of.*
5. Chief's Report:
 - a. Run Report. *The Chief summarized the calls that the department was dispatched on over the past month.*
 - b. Possible scheduled events. *The Chief made mention of a few PR calls that were attended by the department after having received invites from area schools.*
 - c. Update on the hiring of the vacant fulltime firefighter position. *The Chief informed the Board that a firefighter had finally been hired for the fulltime position. The individual will be going through training first on the department's protocols before he actually fills the vacant shift.*
6. Discussion and possible action on the method of purchasing the vehicle for the Skid Unit. *There was some brief discussion on this item. Commissioner Reeves and the Administrator will be looking at the budget to come up with some options as to how to pay for the vehicle. Commissioner Yates made a motion to put this item on the March agenda. Commissioner Logan seconded the motion. Motion carried by a 4/0 vote in favor of. This item will be put back on the March agenda.*
7. Discussion and possible action on the purchase of fire operation/rescue equipment not to exceed \$ 20,000 dollars of which 75% of the cost will be reimbursed by the Texas Forest Service on a grant awarded to the fire department. *After a review of the equipment that is proposed to be bought*

through the awarded grant, Commissioner Logan made a motion to approve the \$ 20,000.00 purchase. Commissioner Yates seconded the motion. Motion carried by a 4/0 vote in favor of. Commissioner Logan made another motion approving an additional \$ 2,000.00 expenditure of rescue equipment that will not be reimbursed by the grant. Commissioner Yates seconded the motion. Motion carried by a 4/0 vote in favor of.

8. Action to approve for 1 Board member and the ESD Administrator to attend the Fair Labor Standard Act training to be held in Georgetown, Texas on January 31 through February 2, 2017. *Commissioner Reeves made a motion to approve the attendance at the training. Commissioner Logan seconded the motion. Motion carried by a 4/0 vote in favor of,*
9. Review of Employee Job Descriptions:

The Board members were emailed a copy of the Chief and Administrator's job descriptions prior to the meeting. It was explained at the meeting that these descriptions could be considered starting points and that every member would have the opportunity to give some input. Commissioner Hune further stated that he would like to see the creation of two sub-committees, which is the next agenda item, that would be tasked with finalizing the job descriptions and determine review methods for the three employee categories. No action taken on this

- a. Chief
- b. Administrator
- c. Operational Staff

10. Discussion and Action to create the following Sub-Committees and tasks:
 - a. Employee Review Committee - *It was decided that Commissioners' Reeves and Voss would make up the Employee Review Committee. They will be finalizing the job descriptions and methods of review. This will be presented to the Board for their review at the April meeting.*
 - b. Equipment and Replacement Committee. *Commissioners' Logan and Yates be will on this committee. They will be reviewing the needs of the fire department and will present a report at the April meeting.*

Commissioner Yates made a motion to create two sub-committees as written above with two Board members on each committee. Commissioner Logan seconded the motion. Motion carried by a 4/0 vote in favor of.

11. Discussion on schedule for implementation of signage for the department. *Commissioner Reeves spoke and informed the Board as to how the signage for the department was being implemented. The vehicles will be scheduled to have the signage/logos replaced without disrupting the department's operations. The helmets and patches will have a tree within the logo. The Chief requested that*

the firefighters keep the old helmet patches with the Grey Forest VFD logo. The Board is open to that idea if the firefighters are willing to pay some portion of the cost for the replacements. The Chief will be getting information on the helmets leather fronts and will be emailing the Board the quotes.

12. Financials

- a. Review of the financial reports for the District. *The Board reviewed the budget income and expenditures over the past month. There were no questions from the Board.*
- b. Authorization to pay the bills through February 28, 2017. *Commissioner Reeves made a motion authorizing payment of the bills through the end of the month. Commissioner Yates seconded the motion. Motion carried by a 4/0 vote in favor of.*

13. Review the annual meeting plan and request for any additional items to be added to the next meeting agenda tentatively scheduled for March 7, 2017. *Commissioner Hune spoke briefly about the annual meeting plan and its purpose.*

14. Adjourn. *Commissioner Yates made a motion to adjourn. Commissioner Reeves seconded the motion. Motion carried by a 4/0 vote in favor of. Meeting adjourned at 8:00 P.M.*

ATTEST:

Ms. Linda Logan
Secretary

Ms. Gloria Salinas
Administrator