

**Bexar County
Emergency Services District No. 8
Meeting Minutes
November 7, 2017
6:30 P.M.**

The Bexar County Emergency Services District No. 8 conducted a meeting at the Grey Forest City Council Chambers located at 18502 Scenic Loop Road, Helotes, Texas 78023 on November 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. *Commissioner Logan had informed the Board prior to the meeting that she could not attend due to issues related to Hurricane Harvey.*
2. Pledge of Allegiance was recited.
3. Citizens to be heard. (3-minute time limit per individual.) *There weren't any citizens signed up to speak during this segment.*
4. Approval of the minutes from the October 10, 2017 meeting. *Commissioner Yates made a motion to approve the minutes. Commissioner Burke seconded the motion. Motion carried by a 4/0 vote.*
5. Chief's Report.
 - a. Run Report. *The Chief reported that response time was good for the past month and that there were only 38 runs, which was below normal.*
 - b. Informative items. *The Chief further reported that the department sent their ladder truck to the Tapatio incident to assist them. He stated that ESD No. 2 & D7FR had ladder trucks on order and how that would help improve service during mutual aid. The PR for the department has been quite busy. He made mention of the passing of one volunteer for the Leon Springs Volunteer Fire Department in a vehicle accident.*
6. Discussion and action to approve an application form and process to appoint individuals to the Grey Forest Area Volunteer Fire Department Board. *Commissioner Hune submitted a proposed application form to the Board for their review. Commissioner Yates made a motion to approve the application form and the Administrator and Lt. Lorton would work together to put the application on both websites (ESD No. 8 & GFAVFD) until the end of January. The Board will review the applications and make the selection and appointment. Commissioner Voss seconded the motion. Motion carried by a 4/0 vote.*
7. Financials:
 - a. Review of the financial reports for the District. *The Board reviewed the financial reports for the District. The Administrator pointed out that a number of items are either over budget or in the case of payroll, not being properly recorded. Commissioner Voss will be reviewing and monitoring this issue.*
 - b. Approval to pay the bills through November 30, 2017. *Commissioner Yates made a motion to pay the bills. Commissioner Voss seconded the motion. Motion carried by a 4/0 vote.*
 - c. Discussion and review action related to the payroll process and procedures. *Commissioner Hune had spoken with the District's Attorney, Mr. Campbell, about getting some assistance in this matter to ensure that the firefighters are being paid properly. Mr. Campbell spoke with and requested that the individual who handles payroll for the Canyon Lake fire department assist us. She has agreed and Commissioner Voss will be the contact person. He will make the necessary arrangements to include the Chief and the Administrator so that we all meet with her and she can review our process. Commissioner Yates made a motion to have*

Commissioner Voss follow through with making the necessary arrangements for the review. Commissioner Burke seconded the motion. Motion carried by a 4/0 vote.

- d. *Discussion on policies and procedures related to accounting. The Administrator will be providing some of the policies related to the accounting process.*
8. *Review of the meeting planning tool. The Board reviewed the meeting planning tool and added some of the items for the December meeting in the next agenda item.*
9. *Requests from the Board for any agenda items for consideration at the next meeting scheduled for December 5, 2017. The next meeting should include the election of officers and review of the payroll process.*
10. **CLOSED SESSSION** *to discuss personnel matters related to the performance review of the Administrator pursuant to Chapter 551.074 of the Texas Government Code. The Closed Session was not held.*
11. *Discussion and possible action on personnel matters related to the performance review of the ESD No. 8 Administrator and Job Duties. Commissioner Hune asked that the Corrective Action Plan for the ESD No. 8 Administrator be approved. Commissioner Yates made a motion to accept the Corrective Action Plan. Commissioner Voss seconded the motion. Motion carried by a 4/0 vote.*
12. *Adjourn. With no further business before the Board, the meeting was adjourned at 7:45 P.M.*

ATTEST:

Ms. Linda Logan
Secretary

Ms. Gloria Salinas
Administrator