

Bexar County
Emergency Services District No. 8
Meeting Minutes
May 1, 2018
6:30 P.M.

The Bexar County Emergency Services District No. 8 conducted a meeting at the Grey Forest City Hall located at 18502 Scenic Loop Road, Helotes, Texas 78023 on May 1, 2018 beginning at 6:30 P.M. The following was discussed with possible action as necessary:

1. Commissioner Hune called the Bexar County Emergency Services District No. 8 Meeting to Order at 6:48 P.M. and established a quorum with Commissioners' Yates and Voss present.
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 April 3, 2018 meeting. *Commissioner Yates made a motion to approve the minutes. Commissioner Voss seconded the motion. Motion carried by a 3/0 vote.*
5. Discussion and action on grievance filed against District; the District reserves the right to enter into closed meeting on this item pursuant to Section 551.071, Texas Government Code, Consultation with Attorney. *The Board entered into Closed Session at 6:51 P.M. and back into Open Session at 7:50 P.M. No action taken.*
6. Discussion and possible action based on the recommendations of the District's Attorney related to the grievance filed with the Board by the ESD No. 8 District Administrator. *Commissioner Yates made a motion to have the District's Attorney proceed as discussed. Commissioner Voss seconded the motion. Motion carried by a 3/0 vote.*
7. Discussion and possible action on personnel matters related to the performance review of the ESD No. 8 Administrator and Job Duties. *Commissioner Voss made a motion to have one of the other three Board members and himself meet with the Administrator later in May to do a performance review. Commissioner Yates seconded the motion. Motion carried by a 3/0 vote.*
8. Updates and possible action on the following items related to the planning of additional fire stations;
 - a. Scope of work for an RFQ or RFP for a Project Manager to oversee the projects. *Commissioner Yates spoke to the Board on this item and item b. The timeline was discussed and how the intent is to have a sub-committee review the RFQ's that come in by the June 29th deadline. If necessary, Commissioner Yates may take the prospective candidates to the site so that they can get a better picture of the area to build the station. No further action taken on these items at this time.*
 - b. Timeline for release of the RFQ or RFP. *See item 8.a above.*
9. Update to the Board on the firm selected for the design and construction of the street signage for the Fire Station. *Shane stated that the sign design had been approved by the City of Grey Forest. It is hoped to have the signage in place by the end of the month.*
10. Discussion and review of vehicle and equipment replacement schedule. *Commissioner Yates spoke about the replacement schedule and how the SCBA bottles were going to have to be replaced next. This will be the next item to focus on.*

11. Discussion and Possible Action on the management and maintenance of the Information Technology infrastructure for the District. *The Chief made mention that an individual working for Rackspace was willing to take over the website, Facebook, and other social media responsibilities in return for the department to certify the individual as a professional firefighter. The Chief will follow up with the individual and come back to the Board with a cost estimate to certify him versus the District continue with GoDaddy.*
12. Discussion and possible action on retaining Chris Costley for consulting services associated with the District with preparation of the Fiscal Year 2019 Budget and other duties. *The Board discussed retaining Mr. Costley once more to assist in the FY 2019 Budget. He will be turning in a proposal for the Board to consider for the next meeting. No further action was taken on this item.*
13. Chief's Report.
 - a. Run Report. *The Board reviewed the run report and it was noted that the first responders responded to a snake bite last month.*
 - b. Information items. *The Chief informed the Board that the Department will take part in the Helotes parade and the annual Cornyval Fest. The Texas Forest Service wildland school will be attended by several personnel. He also stated that the new truck was finally delivered.,*
14. Financials:
 - a. Review of the financial reports for the District. *The Board reviewed the financial reports of the District. There weren't an issues with the reports.*
 - b. Approval to pay the bills through May 31, 2018. *Commissioner Yates made a motion to pay the bills. Commissioner Voss seconded the motion. Motion carried by a 3/0 vote.*
 - c. Update related to the payroll process and procedures. *Awaiting approval from Commissioner Burke on the accounting policies and procedures before proceeding on the payroll process and procedures.*
 - d. Update on accounting policies and procedures. *See item 14.c.*
 - e. Update on the FY 2017 Annual Audit and if necessary, possible action on requesting a 30-day extension from Commissioner's Court to turn in the Audit Report. *Commissioner Yates made a motion to have the District's attorney request a 30-day extension from Commissioner's Court on submitting the required annual audit report to the County Auditor's office. Commissioner Voss seconded the motion. Motion carried by a 3/0 vote.*
15. Review of the meeting planner. *The meeting planning tool was reviewed by the Board and no changes were made.*
16. Requests from the Board for any agenda items to consider at the next meeting scheduled for June 5, 2018. *The Chief's job evaluation, an item on the equipment replacement plan, and an item related to Mr. Costley will be added to the next meeting agenda.*
17. Adjourn. *With no further business before the Board, Commissioner Hune adjourned the meeting at 8:05 P.M.*

ATTEST:

William T. Burke
Secretary/Asst. Treasurer

Ms. Gloria Salinas
Administrator