

**Bexar County
Emergency Services District No. 8
Meeting Minutes
April 5, 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 April 5, 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 6:46 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 March 15, 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. Audit – Status report on the GFAVFD Audit. Mr. Don Reddout is waiting for the labeling system to continue with the inventory. Travis is currently working on the list and service dates.
 - b. Update on the transfer of the Grey Forest Area Volunteer Fire Department assets to the District.
 1. Update on the remittance of the inventory asset list to the District's auditor for IRS purposes. The fire department had a few questions related to this. The Board requested that they submit what list they have to the District's CPA and to continue working on service dates and value for the remaining inventory. For items that the department cannot be certain about, then do a best estimate on the value and date of service.
 - c. Update on office space for the District. The District's office has been leased at a cost of \$ 200.00 a month. There was discussion on other services needed at the office. Commissioner Kunz made a motion to add phone and internet service at the office for an additional \$ 50.00 a month. Commissioner Hooper seconded the motion. Motion carried by a 3/0 vote in favor of.
 - d. Chief's Report.
 1. Run Report. The Board was given a copy of the run report and reviewed the calls over the past month.
 2. Update on inventory labels. Commissioner Kunz made a motion to authorize the purchase of the Wasp Bar Code system at a cost not to exceed \$ 2,300.00. Commissioner Hooper seconded the motion. Motion carried by a 3/0 vote in favor of.

3. **Other talking points. The Chief spoke briefly about an accident that happened on Babcock Road earlier in the month.**
 - e. **Update related to the real estate search for a fire station building. The Board went into closed session at this time (8:47 P.M.) and came back into open session at 10:02 P.M. No action was taken in closed session and no action was taken related to this item in open session.**
 - f. **Update on QuickBooks. The admin continues to work through the trial basis of QuickBooks online. Workarounds related to reconciliations, splitting expenses and other items are a bit more time consuming as opposed to working with the standard desktop QuickBooks.**
 - g. **Discussion on placing the ESD No. 8 Administrator on the ADP payroll system. The admin will work with Meagan from ADP to complete this action.**
 - h. **Authorization to include ESD No. 8 signage on all assets of the District and equipment utilized by the fire department. There will be no changes made to the uniforms until they are replaced. All vehicles need to have the ESD signage on them.**
 - i. **Discussion on mechanical CPR devices. Commissioner Hooper made a motion authorizing the purchase of the Lucas CPR device at a cost not to exceed \$ 18,000.00. Commissioner Kunz seconded the motion. Motion carried by a 3/0 vote in favor of.**
5. **Financials.**
 - a. **Review of the financial reports. The Board reviewed the financial reports including the incoming tax revenue. There weren't any questions about the reports.**
 - b. **Discussion on setting up fire department Invoice procedures. Commissioner Reeves asked if Commissioner Kunz would consider writing bill paying procedures for the District. Commissioner Kunz will try to complete this before the next meeting.**
 - c. **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.**
 - d. **Approval to amend the ESD No. 8 FY2016 Budget as presented. This item was deferred.**
 - e. **Authorization to transfer \$35,000.00 from the District's operating account into the payroll account. Commissioner Hooper made a motion to transfer \$35,000.00 into the District's payroll account. Commissioner Kunz seconded the motion. Motion carried by a 3/0 vote in favor of.**
6. **Determine agenda items for the next regular Board meeting tentatively scheduled for May 3, 2016. Several items were to be added to next month's agenda scheduled for the 1st Tuesday of the month.**
7. **Adjourn. With no further business before the Board, Commissioner Kunz made a motion to adjourn. Commissioner Hooper seconded the motion. Motion carried by a 3/0 vote in favor of. Meeting was adjourned at 10:04 P.M.**

ATTEST:

Kunz
Secretary/Treasurer

Ms. Linda Reeves
President