

**Bexar County
Emergency Services District No. 8
Meeting Minutes
January 10, 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 January 10, 2017 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 6:30 P.M. and established a quorum with Commissioners' Logan, Hune, Yates and Voss present.
 - a. The Pledge of Allegiance was recited.
2. Citizens to be heard (3-minute time limit per person) There were two individuals signed up to speak.
3. Approval of Minutes from the September 26, 2016 and the December 13, 2016 meeting
Commissioner Hune made a motion to approve the minutes with two (2) corrections.
Commissioner Yates seconded the motion. Motion carried by a 5/0 vote in favor of.
4. Update, Discussion and appropriate action on the following;
 - a. Discussion and action on investigation of personnel matters, including Chief, and further action on same; the District reserves the right to enter into Closed Meeting on this item under Sections 551.071 or 551.074, Texas Government Code. At 6:41 P.M., Commissioner Reeves announced that the Board was going to go into Closed Session. The Board came back into Open Session at 8:10 P.M. In Open Session, Commissioner Hune made a motion to accept Mr. Ken Campbell's recommendations as to Chief Reddout and authorize the District's Attorney and the Investigative Committee to take all appropriate action to resolve and finalize any agreements or other instruments and take all necessary actions as authorized. Commissioner Voss seconded the motion. Motion carried by a 5/0 vote in favor of.
 - b. Discussion and action on the Cielo Vista property: The Board members each stated their opinions on the property. Commissioner Hune will look into the deed restrictions for the property and report back to the Board with some viable options as to what can be done with the property.
 - c. Chief's Report
 - I. Vehicle for Skid unit. Several options were discussed on this item with the Board. Commissioner Hune made a motion to accept the bid proposal for a new vehicle at a cost of \$ 100,398.47 and determine a method of payment of either cash or financing as appropriate. Commissioner Voss seconded the motion. Motion carried by a 3/0/2. Commissioners' Logan and Reeves abstained.
 - II. Run Report. Mr. Don Reddout gave a copy of the run report to the Board and summarized the calls from the past month.

- III. Job descriptions. This item was deferred. Commissioner Hune explained to Mr. Don Reddout exactly what he needed for the job descriptions.

At 9:28 P.M., Commissioner Logan left due to illness.

- d. Payroll: The Board went directly into discussion of the incentives. After making decisions related to incentives, the Board returned to the Payroll item.
 - I. Incentives (Review and confirm any changes, determine a retroactive date.) The following motions took place as incentives were presented to the Board.

Task Related Incentives.

Commissioner Hune made a motion to approve a maximum of four (4) qualified certifications as task related incentives per full-time employee that may total up to no more than \$100.00 per month. The incentive program should be effective the next payroll period, which starts January 22, 2017. Commissioner Yates seconded the motion. Motion carried by a 3/1 vote in favor.

Education Degree Incentives.

The Board determined that the incentives would only apply to full time employees. Part-time employees will not be eligible for any of the incentives. Incentive dollars will be used in calculating regular hourly rate; overtime-hourly rate and holiday pay for full time employees. On the Education Incentives, full-time firefighters will be paid for only one degree, which is the highest degree attained. The degree must be Fire Service related. Commissioner Hune made a motion to approve the "Education" incentive, in which the degree must be Fire Service related and will be paid only on the highest degree attained. Commissioner Yates seconded the motion. Motion carried by a 4/0 vote in favor.

Education Job Related Certifications.

Commissioner Hune made a motion to approve the "Advanced EMT" certification and the TCFP certifications of "Intermediate, Advanced and Master" as presented to the Board. The incentive pay for TCFP certification would be paid on the highest one attained. Commissioner Yates seconded the motion. Motion carried by a 4/0 vote in favor.

Longevity Pay.

Commissioner Hune made a motion to approve the "Longevity" incentive with a maximum yearly pay of \$ 144.00 for a maximum of 10 years. Commissioner Yates seconded the motion. Motion carried by a 3/1 vote in favor.

Attached to the minutes is a copy of the approved incentives.

- e. Update on the SAFE-D conference in San Marcos. (March 9-11, 2017). The Board members were given their lodging information for the conference at this time.

- f. **Action on the signage for the department. Commissioner Reeves sent out the pictures earlier that showed several designs. The Board discussed the different designs and determined which would look best. Commissioner Voss made a motion to accept the design concept and graphics for the helmets and patches. Commissioner Yates seconded the motion. Motion carried by a 4/0 vote in favor of.**
- g. **Information related to a sales tax election in the District. Commissioner Reeves gave a general update on a possible sales tax election for the District. Mr. Ken Campbell further explained the process. No action on this item at the present time.**

5. Financials

- a. **Possibly amend the FY 2017 Budget. This item was deferred.**
- b. **Review of the financial reports for the District. The Board reviewed the financial reports for the District.**
- c. **Authorization to pay the bills through January 31, 2017. Commissioner Yates made a motion to authorize payment of the bills. Commissioner Hune seconded the motion. Motion carried by a 4/0 vote in favor of.**

6. Election of Officers

- a. **Action to separate the officer position of Secretary and Treasurer. Commissioner Hune made a motion to separate the officer position of Secretary and Treasurer. Commissioner Yates seconded the motion. Motion carried by a 4/0 vote in favor of.**
- b. **Election of Officers: Commissioner Yates nominated Commissioner Hune for President, Commissioner Voss nominated Commissioner Yates for Vice-President, Commissioner Voss nominated Commissioner Logan for Secretary, Commissioner Yates nominated Commissioner Voss for Treasurer and Commissioner Voss nominated Commissioner Reeves for Assistant Treasurer. Nominations carried by a 4/0 vote in favor.**
- c. **Authorization to sign new bank cards. Commissioner Hune made a motion authorizing the signing of new bank cards. Commissioner Yates seconded the motion. Motion carried by a 4/0 vote in favor.**
- d. **Authorization to sign new payroll documents for checks. Commissioner Yates made a motion to authorize the signing of new payroll documents for checks. Commissioner Voss seconded the motion. Motion carried by a 4/0 vote in favor.**
- e. **Authorization to change standing transfer for payroll from \$38,000 to \$40,000 to be effective by 04-01-17. This item was deferred.**

- 7. **Determine any additional items to be added to the next meeting agenda. Job descriptions and approval to attend the FLSA conference will be added to the next agenda.**
- 8. **Adjourn. Commissioner Hune made a motion to adjourn. Commissioner Yates seconded the motion. Motion carried by a 4/0 vote in favor of. Meeting adjourned at 11:06 P.M.**

ATTEST:

**Ms. Linda Logan
Secretary**

Ms. Gloria Salinas
Administrator