

**Bexar County
Emergency Services District No. 8
Meeting Minutes
July 26, 2016
6:30 P.M.**

The Bexar County Emergency Services District No. 8 conducted a meeting at 19225 Scenic Loop Road, Helotes, Texas 78023 on July 26, 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 6:30 P.M. and established a quorum.**
 - a. **The Pledge of Allegiance was recited.**
 - b. **Introduction of special guest(s). Commissioner Reeves introduced and welcomed the two new Board members, Commissioners' Hune and Logan.**
2. **Citizens to be heard. (3-minute time limit per person). Two individuals from the Anaqua Springs subdivision signed up to speak to the Board. They wanted to know if the District had any plans for their area and what the qualifications were to be appointed to the District's Board.**
3. **Approval of Minutes from the June 7 & June 14, 2016 meeting. Commissioner Hooper made a motion to approve the minutes. Commissioner Hune seconded the motion. Motion carried by a 4/0 vote in favor of.**
4. **Discussion, update and/or appropriate action on the following:**
 - a. **Update from Mr. Perez of Perez Project Consulting on the status of the fire station to be built at the Ceilo Vista site. Due to the annexation issue by the City of San Antonio unresolved, the District is looking at other options to building a fire station. Mr. Perez will be continuing to develop other options for the Board.**
 - b. **Action to extend the contract with The DeBerry Group to assist in obtaining a waiver from the \$ 20,000.00 debt limit imposed by the City of San Antonio. This item was deferred.**
 - c. **Action to retain The DeBerry Group to provide outreach services on behalf of the District. This item was deferred.**
 - d. **Approval to proceed with preparations for possibly having a sales tax election. Commissioner Hune made a motion to proceed with the preparations. Commissioner Logan seconded the motion. Motion carried by a 4/0 vote in favor of.**
 - e. **Approval to submit a credit application for a fuel account with Texas Fleet Fuel for fire apparatus on behalf of the District. Commissioner Hune made a motion to submit a credit application for a fuel account. Commissioner Logan seconded the motion. Motion carried by a 4/0 vote in favor of.**
 - f. **Action to authorize the President and the District's attorney to proceed with the paperwork necessary to have the District assume or pay off the lease agreement related to Engine 1. Commissioner Hune made a motion to proceed**

with the necessary paperwork to proceed. Commissioner Logan seconded the motion. Motion carried by a 4/0 vote in favor of.

- g. Authorization to purchase additional email accounts through GoDaddy for all of the firefighters. Commissioner Hooper made a motion to purchase the necessary email accounts. Commissioner Hune seconded the motion. Motion carried by a 4/0 vote in favor of.**
- h. Discussion and appropriate action on personnel issues related to firefighters.**

 - 1. Transfer firefighters from a 40 hour work week to a 53 hour work period. This item was deferred. The Board will discuss a pay scale in the future related to this item.**
 - 2. Firefighter benefits. This item will be discussed at a later date.**
- i. Action to cancel a minimum of 3 Verizon aircards. Commissioner Hune made a motion to cancel 3 Verizon aircards. Commissioner Logan seconded the motion. Motion carried by a 4/0 vote in favor of. Furthermore, instructions were issued to Mr. Don Reddout that Mr. Lorton be removed from the account as the master administrator after Mr. Lorton establishes the ESD administrator as the master administrator of the account.**
- j. Discussion and appropriate action on the purchase of water rescue equipment. This item was deferred until a few more options are looked at.**
- k. Chief's Report.**

 - 1. Run Report. Mr. Don Reddout spoke to the Board about mutual aid and how it worked. The Board asked a few questions which were answered by Mr. Reddout.**
 - 2. Update to the Board on items or issues that have transpired over the past month. Mr. Don Reddout informed the Board that calls have increased over the same period from last year.**
- l. Action to request the following from the Chief and to be turned in no later than noon on August 1, 2016;**

 - 1. Copy of the existing Fire Department Standard Operating Procedures Manual.**
 - 2. Copy of the existing Fire Department Safety Manual.**
 - 3. Copy of the existing Fire Department Personnel Manual.**
 - 4. Organizational Chart of the Fire Department Personnel.**
 - 5. Copy of existing job evaluation forms utilized for fire personnel.**
 - 6. Date of last job evaluations of all fire personnel.**
 - 7. Copy of time reports showing all overtime worked by fire personnel since October 1, 2015 as reported on "When to Work" or other utilized time keeping methods.**
 - 8. Copy of the latest ISO report.**

9. A report compiling all calls on a monthly basis and showing calls to date beginning October 1, 2015 through the present.
10. A copy of the QuickBooks data file of the Fire Department's "Donation Account."
11. A complete inventory of all radios with serial numbers belonging to the County FMO and BCSO to include a separate list of any missing radios.
12. List of all active Fire Department personnel and date of last performed background checks on those personnel.

As this item was being discussed, a couple of the firefighters went to their vehicles and brought several of the requested books and/or reports. No further action on this item until the Board and/or the Administrator have had an opportunity to verify what was submitted.

5. Financials.

- a. Review of the financial reports. The Board reviewed the financial reports of the District.
 - b. Authorization and approval for the District to pay routine bills through August 31, 2016. Commissioner Hune made a motion to pay the routine bills. Commissioner Reeves seconded the motion. Motion carried by a 4/0 vote in favor of.
 - c. Review and approval of the proposed FY 2017 Budget for the District. This item was deferred.
 - d. Discussion on the proposed 2016 Tax Rate to support the FY 2017 Budget. This item was deferred.
 - e. Set the dates for the 2 Public Hearings and the final meeting at which to approve the FY 2017 Budget and set the 2016 Tax Rate to support the FY 2017 Budget. The dates for the 2 Public Hearings will be August 16 & 23, 2016. The meeting to approve the proposed FY 2017 Budget and set the 2016 Tax Rate will be on August 30, 2016.
 - f. Authorize the Administrator to place the required ads in the Helotes Echo related to the Truth-in-Taxation requirements. Commissioner Hooper made a motion to authorize the Administrator to place the required ads in the Helotes Echo. Commissioner Hune seconded the motion. Motion carried by a 4/0 vote in favor of.
 - e. Authorize the transfer of \$ 145,000.00 to the District 8 Capital Account from the ESD No. 8 Operating Account. Commissioner Hune made a motion to authorize the transfer of \$ 145,000.00 to the District 8 Capital Account. Commissioner Logan seconded the motion. Motion carried by a 4/0 vote in favor of.
6. Determine agenda items for the next regular Board meeting tentatively scheduled for August 2, 2016. A few items were selected from this meeting to be added to the next Board meeting agenda.
 7. Adjourn. Commissioner Hune made a motion to adjourn. Commissioner Logan seconded the motion. Motion carried by a 4/0 vote in favor of. Meeting adjourned at 10:54 P.M.

ATTEST:

Ms. Linda Reeves
President

Ms. Gloria Salinas
Administrator