

**Bexar County
Emergency Services District No. 8
Meeting Minutes
March 1, 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 March 1, 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 6:33 P.M. and established a quorum with all three members present.
 - 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 February 16, 2016 meeting. Commissioner Kunz made a motion to approve the meeting minutes. Commissioner Hooper seconded the motion. Motion carried by a 3/0 vote in favor of.
4. Discussion, update and/or appropriate action on the following:
 - a. Audits – Status report GFAVFD Audit. Mr. Don Reddout stated that he had sent the CPA all of the information that she had requested to date. One of the items that he is currently working on is trying to get the issue of the interest that has been paid on the leased vehicles. This information will be forwarded to the CPA as soon as Mr. Reddout has an answer.
 - b. VFIS Insurance – All coverage including that required by the Lease agreement with the City of Grey Forest. Mr. Reddout made mention that the City of Grey Forest will be paying the insurance for the building this year.
 - c. Transfer of the Grey Forest Area Volunteer Fire Department assets to the District update. The auditor will be reviewing the value of the assets transferred so that the value can be listed accurately on the District's balance sheet.
 - d. Acquiring office space for the District. The Board is looking at three options at the present time. This item will be discussed again at the meeting scheduled in two weeks.
 - e. Chief's report. The Chief read a heartfelt letter to the Board about a Mother giving thanks to the Fire Department for saving her child.
 1. Inventory labels cost. The Chief came up with 3 options. He needs to do more research and will let the Board know what will work for what they need the labels to do.
 2. ADP payroll reports. Commissioner Kunz was comparing ADP with QuickBooks payroll. He gave the Board the information for them to review and compare. This item will be reviewed at a later date.

- f. **Go Daddy – website. This is still being worked on. The District does own and control the domain site, email and website for both ESD No. 8 and D8FR.**
- g. **Purchase of laptop (if necessary) and/or associated software. Commissioner Kunz made a motion to approve the purchase of a 3 terabyte hard drive. Commissioner Hooper seconded the motion. Motion carried by a 3/0 vote in favor of.**
- h. **Discussion related to the purchase of a new fire apparatus. The Board discussed this item. Commissioner Reeves stated that the purchase of a new fire apparatus is not in this year's budget. Commissioners' Kunz and Hooper gave their opinions on this matter.**
- i. **Appropriate action on the hiring of a District Administrator. Commissioner Hooper made a motion to approve the hiring of Ms. Salinas as the District Administrator. 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.**
 - b. **Authorization to pay the bills. Commissioner Kunz made a motion to authorize paying of the bills. Commissioner Hooper seconded the motion. Motion carried by a 3/0 vote in favor of.**
 - c. **Approval to amend the FY 2016 Budget for the District as presented. This item was deferred.**
 - d. **Approval to transfer funds from the District's operating fund into the payroll account. Commissioner made a motion to approve transfer of funds from the District's operating fund into the payroll account and to change the usual amount of \$30,000.00 to the new amount of \$35,000.00. Commissioner Hooper seconded the motion. Motion carried by a 3/0 vote in favor of.**
 - e. **Appropriate action on the amending of the application for the District's credit card. Commissioner Kunz made a motion to amend the application for the District's credit card to have himself and the administrator as signers with a credit limit of \$5,000.00. Commissioner Hooper seconded the motion. Motion carried by a 3/0 in favor of.**
- 6. Determine agenda items for the next regular Board meeting tentatively scheduled for April 5, 2016. An item to discuss signage on the District's assets will be added to the April agenda. A meeting will be held on March 15 to discuss QuickBooks, land and office space.**
- 7. Adjourn. 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 9:21 P.M.**

ATTEST:

**Mr. D. Carl Kunz
Secretary/Treasurer**

**Ms. Linda Reeves
President**