

**Bexar County**  
**Emergency Services District No. 8**  
**Meeting Minutes**  
**April 3, 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 April 3, 2018 beginning at 6:30 P.M. The following was discussed:

1. *Commissioner Hune called the Bexar County Emergency Services District No. 8 Meeting to Order at 6:35 P.M. and established a quorum with Commissioners' Yates and Voss present. Commissioner Logan was not present and Commissioner Burke arrived at 6:50 P.M.*
2. *Pledge of Allegiance was recited.*
3. *Citizens to be heard. (3-minute time limit per individual) There were not any citizens signed up to speak during this segment.*
4. *Approval of the minutes from the March 6, 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 appropriate action on the appointment of the third member of the Board of Directors of Grey Forest Area Volunteer Fire Department. Commissioner Yates made a motion to appoint Ms. Nottingham to the GFAVFD Board. Commissioner Burke seconded the motion. Motion carried by a 4/0 vote.*
6. *Discussion, review and possible action on reviewing and awarding from the bids submitted for the design and construction of street signage at the fire station location. The Board was informed that the sign will follow the City guidelines, have lighting and not be of a reflective type. Commissioner Yates made a motion to approve the design and installation of a sign for the station at a cost not to exceed \$ 5,500.00. Commissioner Voss seconded the motion. Motion carried by a 4/0 vote.*
7. *Discussion and possible action on the purchase of bunker gear necessary to replace outdated gear. The Board was informed that the department is in need of replacing bunker gear that will become outdated this year. While 13 sets are needed, they will order 15 sets and obtain these by going with the vendor submitting the lowest bid. Commissioner Yates made a motion to purchase the 15 sets. Commissioner Burke seconded the motion. Motion carried by a 4/0 vote.*
8. *Updates and possible action on the following items related to the planning of additional fire stations:*
  - a. *Preferred design and locations for two additional fire stations. There was discussion on building Station 2 at the Cielo Vista site and finding property on Toutant Beauregard for a possible Station 3.*
  - b. *Scope of work for an RFQ or RFP for a Project Manager to oversee the projects. Commissioner Yates will be working on developing the RFQ or RFP on behalf of the District and will send out letters asking firms to submit their qualifications. He will update the Board at the next meeting.*
  - c. *Timeline for release of the RFQ or RFP. This will be discussed at the next meeting.*
9. *Chief's Report.*
  - a. *Run Report. The Chief gave the report to the Board and reviewed some of the calls.*
  - b. *Informative items. The Board was informed of several items by the Chief during this segment. Several firefighters were going to be attending a burn training session over the next few weeks.*

*The new truck is still past its contracted delivery time frame. The department is asking for some concessions from the vendor since delivery was scheduled for November.*

10. Financials:

- a. Review of the financial reports for the District. *The Board reviewed the financial reports of the District.*
- b. Approval to pay the bills through April 30, 2018. *Commissioner Yates made a motion to pay the bills through the end of the month. Commissioner Burke seconded the motion. Motion carried by a 4/0 vote.*
- c. Update related to the payroll process and procedures. *Currently waiting for Commissioner Burke to finish reviewing and the Board approving the accounting procedures/policies so that work can proceed on the payroll guidelines.*
- d. Update on accounting policies and procedures. *Refer to Item 10.c.*
- e. Update on the FY 2017 Annual Audit and discussion and action on retention of auditor for same. *The Auditor was selected at the last meeting. The 2017 Audit will be started after tax filing season ends in mid-April.*

11. Review of the meeting planning tool. *The Board reviewed the meeting planning tool.*

12. Requests from the Board for any agenda items to consider at the next meeting scheduled for May 1, 2018. *Mr. Campbell will be placed on the May meeting so that he can provide the Board his findings. An update to the District's audit will be given during the May meeting.*

13. Adjourn. *With no further business before the Board, the meeting was adjourned at 8:15 P.M.*

**ATTEST:**

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**Mr. William Burke**  
**Secretary/Assistant Treasurer**

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**Ms. Gloria Salinas**  
**Administrator**