

**Bexar County
Emergency Services District No. 8
Meeting Minutes
May 3, 2016
6:45 P.M.**

The Bexar County Emergency Services District No. 8 conducted a meeting at 19225 Scenic Loop Road, Helotes, Texas 78023 on May 3, 2016 beginning at 6:45 P.M. The following was discussed:

1. Commissioner Reeves called the Bexar County Emergency Services District No. 8 Meeting to Order at 6:56 P.M. and established a quorum.
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 April 5, 2016 meeting. Commissioner Hooper made a motion to approve the minutes with the noted spelling correction on item 5.a. 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. The District's Auditor stated that she is still missing the fixed assets (inventory) list from the department. She further clarified exactly what she needs to the Chief and other personnel in attendance to finish her reports to the IRS and for the audit.
 - 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. This was covered in agenda item 4.a.
 - c. Chief's Report.
 1. Run Report. Copy of report was sent to the Commissioners.
 2. Other talking points. The Chief spoke about how successful the Cornyval was this past year and how the citizens enjoyed the parade that the department was a part of. Training on the vehicle extraditions was excellent and the Chief made mention that all of the junked vehicles had been removed. The Board was also informed that the water hydrants were being tested within the District and City of Grey Forest.
 - d. Approval of an Interlocal Agreement between Bexar County and the District for purchasing services. Commissioner Hooper made a motion approving the Interlocal Agreement with the County of Bexar. Commissioner Kunz seconded the motion. Motion carried by a 3/0 vote in favor of.
 - e. Discussion and appropriate action concerning the office computer.
 1. Keyboard. No decision on this.
 2. Backup external drive. No decision on this.

5. Financials.

a. Review of the financial reports.

1. Report from Commissioner Kunz on the Verizon billing situation. Commissioner Kunz explained that an error occurred when the fire department opened up the new ESD No. 8 account. The old account (GFAVFD) was not closed and the District continued to be billed on the GFAVFD account. Payment continued to be made on the old account since the Administrator was never notified of the new account. According to Commissioner Kunz, the District will be credited back eventually. Payments are now being made to the new account.

b. Authorization and approval for the District to pay routine bills through May 31, 2016. Commissioner Hooper made a motion to authorize and pay the routine bills through May 31, 2016. Commissioner Kunz seconded the motion. Motion carried by a 3/0 vote in favor of.

c. Authorization to transfer \$ 38,000.00 from the District's operating account into the payroll account. Commissioner Hooper made a motion authorizing a transfer of \$ 38,000.00 from the operating account into the payroll account and making this a reoccurring payment. Commissioner Kunz seconded the motion. Motion carried by a 3/0 vote in favor of.

6. Discussion and appropriate action on the Bill Paying Policy. This item was deferred.

7. Set date for workshop. May 10, 2016 is a tentative date for a workshop.

8. Determine agenda items for the next regular Board meeting tentatively scheduled for June 7, 2016. A few items to be added to the next regular agenda will be approval to purchase tires and possibly replacing the current laptops utilized on the fire apparatus.

9. Adjourn. Commissioner Hooper made a motion to adjourn. Commissioner Kunz seconded the motion. Motion carried by a 3/0 vote in favor of. Meeting was adjourned at 8:58 P.M.

ATTEST:

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

**Ms. Linda Reeves
President**