

Bexar County
Emergency Services District No. 8
Meeting Minutes
October 10, 2017
6:30 P.M.

The Bexar County Emergency Services District No. 8 conducted a meeting at the Grey Forest City Council Chambers located at 18502 Scenic Loop Road, Helotes, Texas 78023 on October 10, 2017 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 6:31 P.M. and established a quorum. *Commissioner Logan notified the Board prior to the meeting that she would not be able to attend.*
2. Introduction of Mr. William T. Burke as the new ESD No. 8 Commissioner. *The new Commissioner was introduced and welcomed to the Board.*
 - a. Swearing in of the new Commissioner. *Commissioner Hune administered the oath of office to the new Commissioner.*
3. Pledge of Allegiance was recited.
4. Citizens to be heard. (3-minute time limit per individual.) *There weren't any citizens signed up to speak during this segment.*
5. Approval of the minutes from the September 5, 2017 meeting. *Commissioner Yates made a motion to approve the minutes. Commissioner Voss seconded the motion. Motion carried by a 4/0 vote in favor of*
6. Chief's Report.
 - a. Run Report. *The Chief gave the Board a short summary of the calls that the department went out on during the month of August. The Chief also stated to the Board that in an effort to be as concise as possible, the run report is always a month behind.*
 - b. Informative items. *The first TCFP course should be conducted by the end of the month and will be a driver/operator course. They are approximately 20 people that will be attending. The Chief also stated that the personnel were very upset over the death of a Leon Springs volunteer firefighter involved in a motor vehicle incident.*
7. Update and/or possible action on the request from the Grey Forest Area Volunteer Fire Department (GFAVFD) Board to provide the necessary funds to pay the District's Auditor to complete, file and submit the required 990 paperwork to the IRS that was not submitted when originally due. *Commissioner Voss made a motion approving the District's Auditor to complete and submit the required 990 paperwork to the IRS at an approximate cost of \$ 1,200.00. Commissioner Yates seconded the motion. Motion carried by a 4/0 vote in favor of.*
8. Discussion and action to appoint individuals to the Grey Forest Area Volunteer Fire Department Board. *Discussion centered on the options available and whether it was worth continuing with this entity. Commissioner Voss made a motion to appoint Commissioner Yates to the Board of the GFAVFD Board. Commissioner Burke seconded the motion. Motion carried by a 4/0 vote in favor of. Commissioner Voss made another motion to reappoint Commissioner Logan to the GFAVFD Board. Commissioner Burke seconded the motion. Motion carried by a 4/0 vote in favor of. Commissioner Hune will be working on an application form to have potential Board volunteers fill out as "at-large" members. From this pool of volunteers, the ESD No. 8 Board will interview and select the at-large members.*

9. Financials.

- a. Review of the financials for the District. *The Board reviewed the financials for the District. Commissioner Voss was concerned that the District was paying last fiscal year's bills which included uniforms with this year's funds.*
- b. Approval to pay the bills through October 31, 2017. *Commissioner Yates made a motion to pay the bills through the end of October. Commissioner Voss seconded the motion. Motion carried by a 4/0 vote in favor of.*
- c. Approval to sign new bank signature cards. *Commissioner Yates made a motion to approve the signing of new bank signature cards. Commissioner Burke seconded the motion. Motion carried by a 4/0 vote in favor of.*
- d. Discussion and possible action to contract with a credit card processing vendor allowing the District to accept credit cards as a form of payment from other entities. *Two options were presented, one by the Chief and another option by the Administrator. After discussion, Commissioner Yates made a motion to accept and contract with "PayPal" as the processing vendor for the District. Commissioner Voss seconded the motion. Motion carried by a 4/0 vote in favor of.*
- e. Review and possible action related to the payroll process and procedures. *There was discussion on having a 3rd party review the payroll process and procedures and/or seek outside assistance to look at the current procedures. Commissioner Voss made a motion to move forward with this. Commissioner Yates seconded the motion. Motion carried by a 4/0 vote in favor of.*

10. Review of the meeting planning tool. *Commissioner Hune spoke about keeping the planning tool updated. One of the items that was to be added to the tool was the performance review of the Chief tentatively scheduled for March 2018.*

11. Requests from the Board for any agenda items to be added to the next meeting tentatively scheduled for November 7, 2017. *There weren't any items mentioned at this time.*

Recess called to hold a short meeting of District 8 Fire & Rescue. *Recess called at 7:56 P.M. and the ESD No. 8 meeting was called back to order at 8:00 P.M.*

12. **CLOSED SESSSION** to discuss personnel matters related to the performance review of the Administrator pursuant to Chapter 551.074 of the Texas Government Code. *The Board went into closed session at 8:01 P.M. and came back into open session at 8:39 P.M.*

13. Discussion and possible action on personnel matters related to the performance review of the ESD No. 8 Administrator and Job Duties. *There was no action taken on this matter. However, Commissioner Yates made a motion to hold a special meeting on October 25, 2017 which will consist of a closed session related to the performance review of the ESD No. 8 Administrator. Commissioner Voss seconded the motion. Motion carried by a 4/0 vote in favor of.*

14. Adjourn. *With no further business before the Board, the meeting was adjourned at 8:43 P.M.*

ATTEST:

Ms. Linda Logan
Secretary