

**Bexar County  
Emergency Services District No. 8  
Meeting Minutes  
October 6, 2015  
6:30 P.M.**

The Bexar County Emergency Services District No. 8 conducted a meeting at 19215 Scenic Loop Road, Helotes, Texas 78023 on October 6, 2015 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 6:35 P.M. and established a quorum.
  - a. Recognition of special guests. There were several individuals from the fire department board and several fire fighters present. Two of the City of Grey Forest council people were present as well.
  - b. 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 September 14, 2015 meeting. Commissioner Dellert made a motion to approve the minutes. Commissioner Hooper seconded the motion. Motion carried by a 3/0 vote in favor of.
4. Discussion and appropriate action on the following:
  - a. Approval of the Interlocal Agreement between the District and the City of Grey Forest providing fire suppression and first responder services to the City. Commissioner Hooper made a motion to approve the Interlocal Agreement with the City of Grey Forest. Commissioner Dellert seconded the motion. Motion carried by a 3/0 vote in favor of.
  - b. A lease agreement with the City of Grey Forest related to the fire station located at 18515 Scenic Loop Road, Helotes, Texas 78023. This item will be handled by the attorneys of the different entities. No action required by the Board at this time.
  - c. Approval for the purchase of 3 computers, associated software & related equipment to be utilized at the fire station. Commissioner Dellert made a motion to approve the above purchase. Commissioner Dellert seconded the motion. Motion carried by a 3/0 vote in favor of.
  - d. Authorization for the Fire Chief and the Administrator to hire firefighters for the District at the current staffing levels that the Grey Forest AVFD had.
    1. Authorization for the Board to approve background checks of the potential employees. Commissioner Dellert made a motion to authorize this action. Commissioner Hooper seconded the motion. Motion carried by a 3/0 vote in favor of.
    2. Authorization for Mr. Campbell, the District's attorney, to review the personnel manual for the District. Commissioner Hooper made a motion to authorize the District's attorney to review the personnel manual for

the District. Commissioner Dellert seconded the motion. Motion carried by a 3/0 vote in favor of.

- e. Authorization for the Administrator to add the required insurance needed to cover vehicles, equipment and personnel. Commissioner Dellert made a motion to authorize the Administrator to add the necessary insurance to insure all of the assets. Commissioner Hooper seconded the motion. Motion carried by a 3/0 vote in favor of.
- f. Authorization to upgrade existing internet service at the fire station. Commissioner Hooper made a motion to upgrade the existing internet service at the fire station. Commissioner Dellert seconded the motion. Motion carried by a 3/0 vote in favor of.
  - 1. Authorization for the Administrator to merge the Verizon accounts into the District's name. Commissioner Hooper made a motion authorizing the Administrator to merge the Verizon accounts into the District's account. Commissioner Dellert seconded the motion. Motion carried by a 3/0 vote in favor of.
- g. Authorization for the Administrator to obtain credit cards for fire department personnel to be utilized as needed for expenditures. Commissioner Dellert made a motion authorizing the Administrator to obtain credit cards for the fire department to use for expenditures. Commissioner Hooper seconded the motion. Motion carried by a 3/0 vote in favor of.
- h. Authorization for the fire department's admin to begin transferring existing utility accounts and other credit accounts into the District's name. Commissioner Hooper made a motion authorizing the fire department's admin to begin transferring existing utility accounts and other credit accounts into the District's name. Commissioner Dellert seconded the motion. Motion carried by a 3/0 vote in favor of.
- i. Authorization to begin drainage work at the rear exit of the fire station. This item was deferred until the lease agreement with the City of Grey Forest is completed.
- j. Authorization to rent dumpsters to be temporarily utilized at the fire station. This item was deferred.
- k. Authorization to obtain business cards and letterhead/envelopes for the District. Commissioner Dellert made a motion authorizing the Administrator to obtain business cards and letterhead/envelopes for the District. Commissioner Hooper seconded the motion. Motion carried by a 3/0 vote in favor of.
- l. Authorization to contract with ADP for payroll services. Commissioner Dellert made a motion authorizing the Administrator to contract with ADP for payroll services. Commissioner Hooper seconded the motion. Motion carried by a 3/0 vote in favor.
- m. Authorization to continue, with the District's attorney's concurrence and conditions, the Junior Firefighter Program. Commissioner Hooper made a motion requesting that the District's attorney review the manual related to the Junior Firefighter Program and give the District an opinion on whether the District should continue with the program. Commissioner Dellert seconded the motion. Motion carried by a 3/0 vote in favor of.

- n. **Employee evaluation of the Administrator, Gil Perez. (The Board may go into closed session on this item. No action will be taken during the closed session.)**
1. **Possible action dependent upon the outcome of the evaluation from item n. The Board went into closed session and did an employee evaluation on Gil Perez. It was extremely positive. The Board credited him for negotiating an Interlocal Agreement with the City of Grey Forest bringing the cost to the City to match a much lower tax rate that the citizens of the District enjoy. He was also very instrumental in the merging of the volunteer fire department into the District with very little disruption on the daily operation of the fire department. At this time, Commissioner Dellert made a motion to give Mr. Perez a bonus in the amount discussed in closed session for all of his hard work over the past year. Commissioner Hooper was also in favor and seconded the motion. Motion carried by a 3/0 vote in favor of.**
5. **Financials.**
- a. **Authorization to pay the bills. Commissioner Dellert made a motion to pay the bills. Commissioner Hooper seconded the motion. Motion carried by a 3/0 vote in favor of.**
- b. **Authorization to amend the FY 2016 Budget as attached. Commissioner Hooper made a motion to amend the budget as attached. Commissioner Dellert seconded the motion. Motion carried by a 3/0 vote in favor of.**
- c. **Review of the credit card policy to be adopted at the next Board meeting. The Board reviewed the credit card policy and will bring forth their comments for the next meeting. No further action taken on this item.**
6. **Determine agenda items for the next regular Board meeting scheduled for November 3, 2015. There weren't any items to add to the agenda at the present time.**
7. **Adjourn. With no further business before the Board, the meeting was adjourned at 8:19 P.M.**

**ATTEST:**

\_\_\_\_\_  
**Mr. Luis Dellert**  
**Secretary/Treasurer**

\_\_\_\_\_  
**Mr. Gil Perez**  
**Administrator**