

**Bexar County
Emergency Services District No. 2
Meeting Minutes
March 24, 2015
6:00 P.M.**

Bexar County Emergency Services District No. 2 will conduct a meeting at the District Office located on 7045 Old Talley Road, San Antonio, Texas 78253, to discuss the following;

- 1. Call the Bexar County Emergency Services District No. 2 Meeting to Order and establish a quorum. Commissioner Lemanski attempted to call the Meeting to Order at 6:00 P.M. but there was no quorum.**
 - a. The Pledge of Allegiance.**
- 2. Citizen Public Forum. (Individuals will have 3 minutes to address the Board.)**
- 3. Election of Officers.**
 - a. Approval to combine the office of Secretary and Treasurer.**
 - b. Election of officers.**
- 4. Approval to sign new bank signature cards.**
- 5. Approval of the Minutes from the February 24 and the March 4, 2015 meetings.**
- 6. Discussion, updates and/or action on the following items;**
 - a. Discussion and action on possible Designation of Local Government Records Management Officer and policies related to the District's Records Retention Policy and applicable law.**
 - b. Acceptance of the Perez Project Consulting Professional Service Proposal to develop the District's Strategic Master Plan.**
 - c. Update on the temporary housing at Station 121.**
 - d. Develop a credit card policy for purchases made via telephone and /or the internet not to exceed \$500.00 without Board approval.**
 - e. Chief Khalaf reimbursement of 722 miles driven in his personal vehicle.**
 - f. Approval of wire transfer procedures.**

1. Select option to be utilized at Frost Bank.
 - g. Update on the water connection to Station 122.
7. **Chief's Report.**
To include the following:
- a. Update on the personnel policy manual to be submitted to Ms. Osborn, the District's employment attorney, for her review and revisions.
8. Discussion and possible action on independent investigation and possible report on same; the District reserves the right to enter into Closed Meeting on this pursuant to Sections 551.071 and 551.074, Texas Government Code.
9. Discussion and possible action on implementation of recommendations of legal counsel, including recommendations and actions related to investigative report by independent counsel and investigator.
10. Discussion and possible action on possible retention of an ESD Manager for the District.
11. Discussion and possible action and consultation with legal counsel on possible litigation by or against the District and security matters.
12. Discussion and action on possible authorization to install necessary communications or other equipment for personnel.
13. **FINANCIAL REPORT.**
- a. Review of the Financial Report.
 - b. Action to pay outstanding bills due for the month.
 - c. Approval of the engagement letter with Dustin Plate, CPA, to do the District's financials and compile the monthly accruals.
 - d. Approval to purchase QuickBooks 2015 for the District.
 - e. Approval to transfer \$ 450,000.00 from our operation account to the payroll account.
14. Determine date, time and any additional agenda items for the next meeting
15. Adjourn.

ATTEST:

Mr. Gilbert Ruiz, Secretary

Gloria Salinas, Administrator