

**Bexar County
Emergency Services District No. 2
Notice of Meeting
June 18, 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.
 - a. The Pledge of Allegiance.****
- 2. Action to accept the resignation of Mr. Kenneth Lemanski and Mr. Frank O. Brown.**
- 3. Introduction of new ESD No. 2 Board Member.
 - a. Swearing-in of the new Board member.****
- 4. Citizen Public Forum. (Individuals will have 3 minutes to address the board)**
- 5. Election of Officers.**
- 6. Approval of the minutes of the March 24, 2015 and May 19, 2015 meetings.**
- 7. Chief's Report;**

To include the following:

- a. Update on the personnel policy manual sent to Ms. Osborn, the District's employment attorney, for her review and revisions.**
 - b. Update on the temporary facilities at Station 121.**
- 8. Resolution that Commissioner Benito's Oath of Office taken on April 9, 2015 is valid and was administered by then-President Ken Lemanski as the person administrating the Oath but that it was not notarized by Lemanski.**
 - 9. Authorization to accept the FY 2014 audit report and deliver the report to the Bexar County auditor's office. Margaret Nixon may speak on behalf of the audit report.**
 - 10. Discussion and action on contract with Perez consulting with presentation by Gabe Perez.**

11. **Workshop.**
 - a. **Call the Workshop to Order and establish a quorum.**
 - b. **Review and discuss the Purchasing Card Policy for the District.**
 1. **Establish a policy and procedures for approving expenditures prior to ordering and/or purchasing items.**
 2. **Review and discuss of Mr. Campbell's Purchasing Card Policy for the District.**
 - c. **Review of the FY 2015 Budget.**
 1. **Review implementation of an ESD Manager position.**
 2. **Review a request for Emergency Operations Full-Time personnel from the rank of Battalion Chief to Probationary Firefighter to receive a pay raise and its cost/effect to the District's budget.**
 3. **Review the implementation of (3) full time Lieutenant positions and its cost analysis to the Department and Districts operating budget.**
 - d. **Adjourn.**
12. **Discussion and/or appropriate action taken on the following items;**
 - a. **Hiring of an ESD Manager for the District by the Board.**
 - b. **Possible approval of a pay increase for Emergency Operations Full-Time personnel**
 - c. **Possibly approve salary adjustments to pay for (3) full time Lieutenant positions.**
 - d. **Approve the command staff to make necessary purchases over \$2,000 dollars to maintain a state of operational readiness for the Department and District.**
 - e. **Possibly approve the Purchasing Card Policy for the District.**
 - f. **Approve Version III of the Alamo Area Fire Chief's Emergency Services Mutual Aid Agreement.**
 - g. **Designation of a Local Government Records Management Officer.**
 - h. **Approve the payment of \$ 3,264.79 to TCDRS on behalf of Marc Sandoval.**

- i. Approve of the use of the ACH Debit procedure with Frost Bank allowing for the monthly transfer of funds to the TCDRS retirement system.
 - j. Allowing the Fire Chief the opportunity to seek a grant writer for applying for and following up on grant applications to assist the department in purchasing apparatus/medical equipment/tools and other needs that the department may have. Not to exceed \$75,000.00 dollars.
 - k. Purchase of a 1996 International Heavy Brush Truck. Not to exceed \$5,000.00 dollars.
 - l. Approval of a warranty contract with Cummins Southern Plains, LLC on a one year Planned Maintenance Agreement.
 - m. Discussion on the need of a quint ladder truck for the District.
 - n. Review findings of internal audit of financial records and take possible action(s) pending the results from the internal audit. HR Specialist will present the findings.
13. **FINANCIAL REPORT.**
- a. Review of the Financial Report.
 - 1. Possibly amend the FY 2015 Budget for the District.
 - b. Action to pay outstanding bills due for the month.
 - c. Approval to transfer \$ 850,000.00 from the District's operation account to the payroll account.
 - d. Approval to sign new signature cards.
14. Determine date, time and any additional agenda items for the next meeting.
15. Adjourn.

The above notice was posted at the Bexar County Courthouse and the Bexar County ESD No. 2 Office before 5:00 P.M., June 15, 2015.

Note: The Board of Emergency Services Commissioners reserves the right to enter into Closed Meeting under Chapter 551, Texas Government Code, on any item posted to its agenda, as appropriate.