

**Bexar County  
Emergency Services District No. 2  
Meeting Minutes  
October 28, 2015**

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

**Agenda 1. Call the Bexar County Emergency Services District No. 2 Meeting to Order and establish a quorum.** The meeting was called to order at 6:54 PM (18:54). A quorum was established with Commissioner Randy McGinnis, Commissioner Richard Cash, and Commissioner James Benito present.

**a. The Pledge of Allegiance.**

**Agenda 2. Citizen Public Forum. (Individuals will have 3 minutes to address the Board.)** – Fred Olivarez spoke about the Forensic Auditing Services that his company provided. Kyle Colman from Bexar County Office of Emergency Management gave a presentation on County Commissioners Plans in reference to ESD's in Bexar County.

**Agenda 3. Approval of the minutes of the September 14, 2015 and September 30, 2015 meetings.** – A motion was made by Commissioner McGinnis to approve the meeting minutes from September 14, 2015 and from September 30, 2015. A second to the motion was made by Commissioner Cash. The motion carried unanimously 3/0.

**Agenda 4. Presentation of the Command Staff** - Assistant Chief Ralph Rodriguez presented the monthly command staff report.

**Agenda 5. Discussion, updates and/or action on the following items;**

**a. Complaints filed by the Human Resources Representative for Bexar County Emergency Services District #2.** The ESD Board entered into executive session at 7:11 PM (19:11) to receive legal advice on complaint filed on 09/11/2015 by Lauren Klonek. Returned to open session at 8:15 PM (20:15). Let the record reflect that no action was taken during executive session. Commissioner Randy McGinnis, Commissioner James Benito, Commissioner Richard Cash, BCESD#2 Attorney Mark Sanchez, District Manager Josh Brown, Assistant Chief Ralph Rodriguez, & Assistant Chief Trevor Wortes were present at open session. District Manager Josh Brown delivered a letter to Lauren Klonek per Commissioner Richard Cash's request. Lauren Klonek refused to sign the letter. Assistant Chief Ralph Rodriguez witnessed both the delivery of the letter to Ms. Klonek and Mrs. Klonek's refusal to sign the letter. Mrs. Klonek did not provide information as requested in the letter. The board has called Mrs. Klonek to speak. Assistant Chief Rodriguez was asked if Mrs. Klonek was still present. Mrs. Klonek is no longer present at the meeting. In the absence of Mrs. Klonek's presence, Mrs. Klonek tendered a letter dated 10/28/2015 accusing Commissioner McGinnis and Commissioner Benito of not guarantying that evidence presented would not be tampered. Record will reflect that Mrs. Klonek was given several occasions to

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present evidence and has failed to do so. Commissioner Cash moved that Mrs. Klonek's grievance be denied due to lack of evidence provided as requested in the letter delivered to Mrs. Klonek on 10/19/2015. Commissioner McGinnis second the motion. Motion was called for a vote. Commissioner Cash voted Yes, Commissioner McGinnis Abstained, Commissioner Benito Abstained. Motion carried 1 Yes, 0 – No, 2 Abstentions.

- b. Bexar County Emergency Services District #6 Service Provider Contract**
- c. Monthly Financial Report** - Motion to accept and approve the Monthly Financial Report was made by Commissioner McGinnis. A second to the motion was made by Commissioner Cash. The motion carried unanimously 3/0.
- d. Monthly Bills** - Motion to approve and pay the monthly bills was made by Commissioner McGinnis. A second to the motion was made by Commissioner Cash. The motion carried unanimously 3/0.
- e. FY 2015-2016 Budget** – Motion by Commissioner McGinnis to accept the budget submitted as Rev 001. A second to the motion was made by Commissioner Cash. The motion carried unanimously 3/0.
- f. Approve BCESD#2 District Manager Job Description** – A motion was made by Commissioner McGinnis to approve the BCESD#2 District Manager job description. A second to the motion was made by Commissioner Cash. The motion carried unanimously 3/0.
- g. Authorizing the District Manger to access online reports from Frost and Transfer Funds from Frost Checking to Frost Payroll Accounts** - A motion was made by McGinnis to approve online access and sign Frost Documentation. A second to the motion was made by Commissioner Cash. The motion carried unanimously 3/0.
- h. District Debit Card Policy** – Commissioner McGinnis moved to approve the District Debit Card Policy with the stipulation that 2.1 be limited to the Chief, and Assistant Chiefs and to have Josh Brown open the account. A second to the motion was made by Commissioner Cash. The motion carried unanimously 3/0.
- i. Grant Writer for SCBA (Air Pack) Grant** – This item was differed to next meeting.
- j. Purchase new living quarter's furniture for Station 123 presented by Battalion Chief Walter Ball.** - This item was differed to next meeting.
- k. Purchase annual allotment of Duty T-Shirts, Shorts & Pants for Staff Members presented by Battalion Chief Walter Ball.** – A motion was made by Commission McGinnis to allow the purchase of annual allotment of Duty T-Shirts, Shorts & Pants not to exceed the amount of \$8,632.15. A second to the motion was made by Commissioner Cash. The motion carried unanimously 3/0.

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- l. Purchase of computers and cubical partitions for the department presented by Assistant Chief Trevor Wortes / District Manger Josh Brown. - This item was differed to next meeting.**
- m. Purchase of new AED Monitors presented by Assistant Chief Trevor Wortes – This item was differed to next meeting.**
- n. Purchase of New Gas Detectors presented By Assistant Chief Wortes. - This item was differed to next meeting.**
- o. Purchase of a Kieser Sled presented by Assistant Chief Ralph Rodriguez. – A motion was made by Commissioner McGinnis to allow the purchase of a Kieser Sled not to exceed the amount of \$2886.39. A second to the motion was made by Commissioner Cash. The motion carried unanimously 3/0.**
- p. Purchase of Fire Hose presented by Assistant Chief Ralph Rodriguez. – A motion was made by Commissioner McGinnis to allow purchase of fire hose not to exceed the amount of \$13,606.00. A second to the motion was made by Commissioner Cash. The motion carried unanimously 3/0.**
- q. Purchase SCBA Face Piece for newly hired employees presented by Assistant Chief Ralph Rodriguez. – A motion was made by Commissioner McGinnis to allow purchase of SCBA Face Pieces not to exceed \$5200. A second to the motion was made by Cash. The motion carried unanimously 3/0.**
- r. Approve the transfer totaling \$600,000 from Frost Checking to Frost Payroll Account. – A motion by Commissioner McGinnis to approve wire transfers totaling \$600,000 and to have Commissioner Benito complete the transfer. A second to the motion was made by Commissioner Cash. The motion carried unanimously 3/0.**

**Agenda 6. Recess Meeting for the District 2 Fire & Rescue Meeting. – Meeting recessed at 9:06 PM (21:06).**

**Agenda 7. Call meeting to order from recess and establish a quorum. – The meeting called to order at 9:15 PM (21:15). A quorum was established with Commissioner Randy McGinnis, Commissioner Richard Cash, and Commissioner James Benito present.**

**Agenda 8. Discussion, updates and/or action on the following items;**


- a. Donation from Bartlett Cocke for Awards Banquet – To District 2 Fire & Rescue – No Action was taken on this item.**
- b. Grant Awarded from Texas A&M Forest Service – To District 2 Fire & Rescue – No Action was taken on this item.**

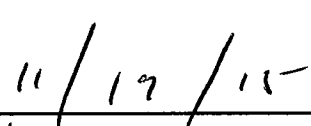
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**Agenda 9. Determine date, time and any additional agenda items for the next meeting** – A motion was made by Commissioner McGinnis to set the next meeting date of November 19, 2015 at 7:00 PM (19:00). A second to the motion was made by Commissioner Cash. The motion carried unanimously 3/0.

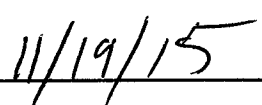
**Agenda 10. Adjourn.** - A motion was made by Commissioner McGinnis to adjourn the meeting at 9:17 PM (21:17). A second to the motion was made by Commissioner Cash. The motion carried unanimously 3/0.

ATTEST:

  
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James Benito, Treasurer/Secretary

  
\_\_\_\_\_  
Date

  
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~~Randy McGinnis, President~~  
Richard Cash, Vice President

  
\_\_\_\_\_  
Date