

**Bexar County
Emergency Services District No. 2
Meeting Minutes
May 20, 2010
7:00 P.M.**

Bexar County Emergency Services District No. 2 conducted a meeting at the District Office located on 11511 Potranco Road, San Antonio, Texas 78253, Thursday, May 20, 2010 at 7:00 P.M. and discussed the following;

1. **Commissioner Panter called the Bexar County Emergency Services District No. 2 Meeting to Order at 7:04 P.M. and established a quorum with all four members present.**
 - A. **The Pledge of Allegiance was recited.**
2. **Citizen's Public Forum. (3 minute time limit per individual) Two individuals spoke, one about vandalism to a donated painting commemorating the heroes of 911 and the other individual, apologizing on behalf of the Department for the vandalism.**
3. **Approval of the Meeting Minutes from the May 3, 2010 meeting. Commissioner Brown made a motion to approve the Minutes from the May 3, 2010 meeting. Commissioner Partee seconded the motion. Motion carried by a 3/0 vote in favor of.**
4. **OLD BUSINESS:**
 - 4.1 **Discussion and appropriate action on the Geronimo Village Volunteer Fire Department Monthly Reports to the District.**
 - a. **Monthly Activity Report. Mr. Panter requested that the record show that the TNT power unit was lost and that the insurance company reimbursed for the lost power unit. Time will be given to GVVFD to do research as to why there still remained a \$ 700.00 difference between cost and the reimbursement. Commissioner Partee made a motion to accept the Monthly Activity Report. Commissioner Ninan seconded the motion. Motion carried by a 3/0 vote in favor of.**
 - b. **Monthly Budget Report. Commissioner Partee made a motion to accept the Monthly Budget Report but will come back to fuel expenses. Commissioner Ninan seconded the motion. Motion carried by a 3/0 vote in favor of.**
 - c. **Presentation of the GVVFD Funding Request to the District based on their Monthly Budget Report. Commissioner Partee made a motion to accept the GVVFD funding request to the District and add an additional \$ 20,000.00 to cover payroll for**

the third pay period. Commissioner Brown seconded the motion. Motion carried by a 3/0 vote in favor of.

- d. **Status of the electrical meter installation bids for the Station. GVVFD would like to explore other options that would be agreeable to the Board other than go to the expense of installing a separate meter so that the church pays its' correct share of the electric bill. There are already 3 bids but the least expensive bid is for approximately \$ 8,000.00 making the installation cost prohibitive. Mr. Campbell is advising the District against paying any portion of the Church's electric bill.**
- e. **Response from GVVFD on the District's reply to their questions. Mr. Partee received a reply from Mr. Campbell and shared the answers with the Board and Mr. Zurawski.**

- 4.2 **Review, discussion and appropriate action on approving a funding and payment request from GVVFD. Commissioner Partee made a motion to approve a funding and payment request from GVVFD in the amount of \$ 72,899.49. Commissioner Ninan seconded the motion. Motion carried by a 3/0 vote in favor of.**

At this time, the Board took a short recess so that the Administrator could process any checks for GVVFD.

5. **Convened as Board Members of District 2 Fire & Rescue at 9:48 P.M.**

Reconvened as Board Members of ESD No. 2.

6. **Discussion, updates and appropriate action on the following;**
- a. **Authorization for the Treasurer to send a letter to the Service Provider requesting that the Monthly Report include a copy of all Bank Statements that reflect their total revenues each month effective immediately. The request will also request a copy of all Bank Statements beginning October 2009 through the present. Commissioner Brown made a motion authorizing the Treasurer to send the letter. Commissioner Ninan seconded the motion. Motion carried by a 3/0 vote in favor of.**
 - b. **Status of the new contract with GVVFD as well as an update from Mr. Campbell on the questions that were referred to him. This item was reviewed earlier in item 4.1.e.**
 - c. **Acceptance of Mr. Kolar's resignation from the Board. Commissioner Panter made a motion to accept Mr. Kolar's resignation from the Board. Commissioner Brown seconded the motion. Motion carried by a 4/0 vote in favor of.**

- d. Authorization to purchase and present a small gift to Mr. Kolar as a token of appreciation for his many years of service to the District. Commissioner Brown made a motion to authorize the purchase of a small gift for Mr. Kolar. Commissioner Ninan seconded the motion. Motion carried by a 3/0 vote in favor of.**
- e. Authorization to accept the lowest bid for moving the District's office to the Fire Station. Commissioner Ninan made a motion accepting the lowest bid for moving the District's office to the Fire Station. Commissioner Brown seconded the motion. Motion carried by a 3/0 vote in favor of.**
- f. Clarification of GVVFD's overtime policy and the District's policy as to if, when or how it will be approved. An agreement was reached with GVVFD and GVVFD will develop a policy regarding this issue.**
- g. Reimbursement to Commissioners of cell phone bills pertaining to ESD business. Commissioner Brown made a motion to reimburse Commissioners \$ 20.00 a month on the usage of their cell phone use for ESD business. Commissioner Ninan seconded the motion. Motion carried by a 3/0 vote in favor of.**

(Items H thru K were deferred.)

- h. Establishing of policies on the following;**
 - 1. Identifying what the response districts are;**
 - 2. Restrictions on leaving or being absent from your "first in" response district.**
 - 3. Leaving the ESD No. 2 District;**
 - 4. Clarification on what units are assigned to what fire station/response district.**
- i. Continued violations by fire units.**
- j. Utilization of first responder vehicles.**
- k. Administrative Resolution for establishing Fire Fighter awards and decorations program. Commissioner Panter will get with the Chief in regards to this item.**
- l. Recoupment action for lost or damaged ESD equipment. Commissioner Ninan made a motion to table this item. Commissioner Brown seconded the motion. Motion carried by a 3/0 vote in favor of.**
- m. Getting the owner/owners of the private road next to Station No. 2 to sign a release form that was drawn up by the ESD attorney,**

informing them that the ESD will fund improvements of the first 300 feet of the private road/driveway and releasing the ESD of any/all future liabilities. Commissioner Panter prefers to have Mr. Campbell write a letter.

- n. Installation of alarm system for the new ESD office located at Station No. 2. This item was deferred.

7. FINANCIAL REPORT.

- a. Review of the Financial Report. Commissioner Partee reviewed the Financials with the Board and answered a few questions.
- b. Action to pay the outstanding bills due for the month. Commissioner Partee made a motion to pay the outstanding bills due for the month and the next 30 days or until the next meeting. Commissioner Ninan seconded the motion. Motion carried by a 3/0 vote in favor of.

- 8. Communication item to let the Community what the ESD is doing. This item was deferred.

- 9. Determine the agenda, date and time for the next Board Meeting. The next meeting is scheduled for June 17, 2010. One item to be added is approval for the purchase of a television or projector.

- 10. Adjourn. Commissioner Partee made a motion to adjourn. Commissioner Brown seconded the motion. Motion carried by a 3/0 vote in favor of. Meeting adjourned at 10:51 P.M.

ATTEST:

Mr. Frank Partee
Secretary/Treasurer

Ms. Gloria Salinas
Administrator