

**Bexar County
Emergency Services District No. 2
Special Meeting Minutes
January 14, 2012
9:00 A.M.**

Bexar County Emergency Services District No. 2 conducted a special meeting at the District Office located on 7045 Old Talley Road, San Antonio, Texas 78253, and discussed the following;

1. **Commissioner Lemanski called the Bexar County Emergency Services District No. 2 Meeting to Order at 9:00 A.M. and established a quorum.**
 - a. **The Pledge of Allegiance was recited.**
 - b. **Recognition of Special Guests. Commissioner Lemanski recognized County Commissioner Rodriguez as well as his staff and prior ESD Board members. He thanked them for their presence at the meeting.**
2. **Introduction of and the administration of the oath of office to the new Board member. Mr. Gil Perez was introduced as the new ESD Board member and County Commissioner proceeded to administer the oath of office to Mr. Perez.**
3. **Election of Officers. Commissioner Brown nominated the following slate of officers; Commissioner Perez as President, Commissioner Ninan as Vice-President, Commissioner Hickman as Secretary/Treasurer; Commissioner Brown as Asst. Treasurer and Commissioner Lemanski as Board member. With no further nominations, Commissioner Lemanski called the nominations to a vote. The slate passed by a 4/0/1 vote.**
4. **Citizen Public Forum. (Individuals will have 3 minutes to address the Board.) Two citizens spoke during this segment. One reminded the Board that he was still awaiting his open records request to be fulfilled and the other citizen spoke about two items on the agenda.**
5. **Authorization to sign new bank signature cards. Commissioner Lemanski made a motion to authorize the signing of the new bank signature cards. Commissioner Ninan seconded the motion. Motion carried by a 5/0 vote in favor of.**
6. **Workshop. The workshop was opened at 9:15 a.m.**
 - a. **Auditing services for the District. There was discussion on the need to retain the services for an auditor immediately since the District was under a deadline by which the audit had to be completed.**
 - b. **Bank accounts. (Money Market and Certificates of Deposit.) The discussion centered upon opening an account at Schertz Bank as**

well as a CD. Opening an account at Schertz bank is a necessity since the District has applied for a loan with the bank and has no history of doing business with them.

- c. **Web page.** In an effort to have the public more informed about the ESD and in an effort to be more cost efficient, the District is trying to set up a web page that would contain basic information as to the purpose, all agenda and minutes posted and contact information for the Board.
- d. **Discussion with GVVFD members concerning budget.** Mr. Harris was invited to the table so that he could present his thoughts as well as a budget for the District to consider. Discussion ensued over what expenses GVVFD should pay and what expenses should be the District's. During this discussion, Mr. Harris brought his ideas to the table as to what he saw the future role of GVVFD should be within the District. While concurring that the property and equipment/apparatus at Central Station is the ESD's property, he is offering that all of the land and fire trucks would be signed over into the ESD's name only upon a 5 year plus contract for GVVFD to provide training to the District staff be signed into. Another idea brought forth by Mr. Harris was for the ESD to enter into a 99 year lease with GVVFD over the property at Central Station. Commissioner Perez could not understand why the ESD would enter into a lease agreement over property that already belonged to the ESD.
- e. **Real estate/Fire Station/Central Station development.** Commissioner Perez invited Mr. J.J. Arida to the table to discuss the HWY 211 property. Mr. Arida informed the Board about the timeframe that was in play to complete the feasibility study. Commissioner Brown also made mention that along with a feasibility study was the need for an attorney to also review the deed restrictions on the HWY 211 property.

At 9:35 a.m., a recess was called so that District 2 Fire & Rescue meeting could be called to order. At 10:40 a.m., the ESD workshop continued.

- f. **Organizational structure for Administration.**
 - 1. **Administrator responsibilities.** Because of the need to move forward with improving our fire service and becoming more efficient, Commissioner Perez requested that the Board consider giving the current Administrator additional duties. These would include adding payroll duties and keeping all records for all ESD employees. All financial accounts receivable and accounts payable for both the ESD and D2FR will be the sole responsibility of the Administrator. The Administrator will be responsible for picking up all mail and distributing it Monday thru Friday. All mail will be forwarded to the P.O. Box effective immediately as well. All bills and

statements for both the District and D2FR will be directed to the P.O. Box. Additional duties will be assigned as necessary in this transition period.

2. **Improving office technology.** Based on the item above, 2 scanners, several desktop computers and one laptop will need to be purchased as existing equipment is either antiquated or cannot run some of the newer software necessary in the operation of the office.
 - g. **Discussion on FY 2011-2012 Budget for the District.** This item was postponed.
 - h. **By-laws.** Commissioner Perez stated that Texas Health and Public Safety Code 775 was the framework for the District and that by-laws do not have a place in a political subdivision such as the District.
 - i. **SAFE-D membership.** With state mandated training for ESD Commissioners now necessary, SAFE-D is the only recognized organization that is offering it. With a reduced cost to members, it becomes vital that membership in SAFE-D continues.
 - j. **Adjourn.** With no further discussion, the workshop was adjourned at 1:05 P.M. Commissioner Ninan made a motion to adjourn. Commissioner Lemanski seconded the motion. Motion carried by a 5/0 vote in favor of.
7. **Action on the following items;**
- a. **Select an Auditor for the District.** Commissioner Brown made a motion to select Ms. Margaret Nixon as the Auditor for the District. Commissioner Ninan seconded the motion. Motion carried by a 5/0 vote in favor of.
 - b. **Open a bank account and/or certificates of deposit at Schertz Bank & Trust.**
 1. **Transfer funds from the Money Market accounts into a bank account at Schertz Bank & Trust (\$ 350,000.00) and open a \$ 100,000.00 Certificate of Deposit for 90 days.** Commissioner Ninan made a motion to authorize the item above. Commissioner Hickman seconded the motion. Motion carried by a 5/0 vote in favor of.
 2. **Transfer remaining funds from the Money Market accounts into the Frost Bank operating account.** This item was deferred.
 - c. **Authorize a web page for ESD No. 2.** Commissioner Ninan made a motion to authorize a webpage for ESD No. 2. Commissioner

Lemanski seconded the motion. Motion carried by a 5/0 vote in favor of.

- d. Approve the GVVFD budget for FY 2011-2012. Commissioner Lemanski made a motion to approve the GVVFD budget for FY 2011-2012 in the amount of \$ 49,500.00 as discussed in the workshop with Mr. Harris. Commissioner Ninan seconded the motion. Motion carried by a 5/0 vote in favor of.
 - e. Approve a feasibility study on the Central Station and/or the 211 proposed property site. Commissioner Brown made a motion to approve a feasibility study on both sites. Commissioner Lemanski seconded the motion. Motion carried by a 5/0 vote in favor of.
 - f. Approve the additional responsibilities and duties for the Administrator as discussed in the workshop. Commissioner Hickman made a motion to approve the additional responsibilities and duties for the Administrator as discussed in the workshop. Commissioner Ninan seconded the motion. Motion carried by a 5/0 vote in favor of.
 - g. Authorization to open a wireless account with Verizon and approve cell phones and/or Ipads as necessary. Commissioner Hickman made a motion authorizing opening a wireless account with Verizon and approve cell phones and/or Ipads as necessary. Commissioner Ninan seconded the motion. Motion carried by a 3/2 vote in favor of.
 - h. Approve office/computer equipment purchases. Commissioner Ninan made a motion to approve the necessary office/computer equipment purchases. Commissioner Lemanski seconded the motion. Motion carried by a 5/0 vote in favor of.
 - i. Approve the FY 2011-2012 Budget as presented. This item was deferred.
 - j. Approve SAFE-D membership. Commissioner Hickman made a motion to approve SAFE-D membership. Commissioner Ninan seconded the motion. Motion carried by a 5/0 vote in favor of.
 - k. Approve all ESD No. 2 mail be delivered to the P. O. Box effective immediately. Commissioner Ninan made a motion to approve all ESD No. 2 mail be delivered to the P.O. Box effective immediately. Commissioner Hickman seconded the motion. Motion carried by a 4/1 in favor of.
 - l. Action on by-laws. No action was necessary on this item.
8. Adjourn. With no further business before the Board, Commissioner Ninan made a motion to adjourn. Commissioner Brown seconded the motion. Motion carried by a 5/0 vote in favor of. Meeting was adjourned at 1:22 P.M.

ATTEST:

Mr. George Hickman
Secretary/Treasurer

Ms. Gloria Salinas
Administrator