

**Bexar County
Emergency Services District No. 2
Meeting Minutes
October 18, 2012
6:30 P.M.**

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;

1. Commissioner Perez called the Bexar County Emergency Services District No. 2 Meeting to Order at 6:38 P.M. and established a quorum. Commissioners' Ninan and Hickman notified the Board that they would not be able to attend.
 - a. The Pledge of Allegiance was recited.
2. Citizen Public Forum. (3 minutes time limit per individual.) One individual spoke about his desire that the District work towards possibly lowering their ISO rating.
3. Workshop.
 - a. Call the Workshop to Order. Commissioner Perez called the Workshop to Order.
 - b. Mr. Josh Brown of Sendero Networks will work with the Board to ensure that the email & voicemail services on their smartphones and/or tablets/computers are working properly so that all members will be able to receive email on their "esd2.org" address. (After this meeting, all notifications to ESD 2/D2FR Board members will only be sent to their esd2.org email address.) Commissioner Perez gave the floor to Mr. Brown and had him discuss any issues that might arise with our email address system. None of the Board members present had had any issues with the notification process on the ESD No. 2 email account.
 - c. Review and discussion on the ESD No. 2 Employee handbook. The handbook is currently under review with Mr. Ken Campbell.
 - d. Review and discussion on the ESD No. 2 Accident Prevention handbook. Mr. Brown is continuing work on this handbook.
 - e. Review and discussion on the retirement fund for the District's employees. Commissioner Perez gave the floor to Ms. Roxanne Bitra from the Texas Counties Retirement System. Ms. Bitra proceeded to explain how the Retirement System worked and explained what the procedure was to join and what kind of benefits they offered to the full time employees. She took several questions from the Board at

the end of the presentation. Commissioner Perez thanked her at the end of the presentation.

- f. **Adjournment of the Workshop.** With no further business to discuss in the Workshop, Commissioner Perez called for adjournment.
4. **Approval of the Minutes from the September 13, 2012 meeting.** Commissioner Brown made a motion to approve the minutes. Commissioner Lemanski seconded the motion. Motion carried by a 3/0 vote in favor of.

At this time, the ESD No. 2 meeting will recess so that the Board can begin the District 2 Fire & Rescue meeting. With the Board in agreement, the D2FR meeting was begun at 8:04 P.M.

5. **Update to the Board on the ISO evaluation status for the District.** The Chief stated that the ISO evaluation inspection will be conducted on November 27, 2012.
6. **Chief's report on the current status on the ESD fulltime firefighters.** There are currently 13 firefighters with two more to come on board by the end of the month.
7. **Approval to replace the carpet on the ESD part of Station No. 2 with tile.** Commissioner Lemanski made a motion to replace the carpet with the same type of commercial tile as the station at a cost not to exceed \$ 2,700.00. Commissioner Brown seconded the motion. Motion carried by a 3/0 vote in favor of.
8. **Authorization for a holiday event & awards ceremony to be held in December.** With the understanding that the Chief will keep the Board informed of progress on this issue, Commissioner Lemanski made a motion to authorize a holiday event & awards ceremony to be held in December. Commissioner Brown seconded the motion. Motion carried by a 3/0 vote in favor of.
9. **Authorization for the Chief and Assistant Chief to obtain a credit card to be used only for the business of the fire department.** After discussion and the reasons presented as to why it is now necessary for the department to have use of a credit card, Commissioner Brown made a motion to authorize obtaining a credit card. Commissioner Lemanski seconded the motion. Commissioner Perez will co-sign on the card as not enough credit information is available for the ESD to obtain one in its own name.
10. **Authorization to approve a resolution stating that the District will be providing a retirement plan for its' full time employees with the Texas County & District Retirement System.** Commissioner Lemanski made a motion to approve a resolution stating that the District will be providing a

retirement plan for its' full time employees effective immediately. Commissioner Brown seconded the motion. Motion carried by a 3/0 vote in favor of.

11. **Authorization to create and hire for the position of "Fire Operations Administrative Manager", a full time position at an annual salary not to exceed \$ 40,000.00 with benefits. Commissioner Lemanski made a motion to authorize the position of "Fire Operations Administrative Manager" as stated on the agenda item. Commissioner Brown seconded the motion. Motion carried by a 3/0 vote in favor of.**
12. **Approval of the Employee Handbook for ESD No. 2. This item was deferred.**
13. **Approval of the Accident Prevention & Safety Manual for ESD No. 2. This item was deferred.**
14. **Financial Report.**
 - a. **Review of the Financial Report. The Board reviewed the financial reports that included the budget to actual report and the balance sheet.**
 1. **Approval to transfer \$ 240,000.00 from a money market account into the Frost Bank operational account. Commissioner Lemanski made a motion to approve the transfer of \$ 240,000.00 from the money market account into the Frost Bank operational account. Commissioner Brown seconded the motion. Motion carried by a 3/0 vote in favor of.**
 2. **Consider and approve a request from D2FR to transfer \$ 180,000.00 into their account for operational needs. Commissioner Brown made a motion to approve a request from D2FR to transfer \$ 180,000.00 into their account for operational needs. Commissioner Lemanski seconded the motion. Motion carried by a 3/0 vote in favor of.**
 - b. **Authorization to pay the bills. Commissioner Brown made a motion to pay the bills. Commissioner Lemanski seconded the motion. Motion carried by a 3/0 vote in favor of.**
15. **Closed Session. The Board will consider a job evaluation of Ms. Gloria Salinas, Administrator for the District. (No action will be taken during the closed session.) At 10:07 P.M., Commissioner Perez stated to the public that the Board would be going into Closed Session.**
 - a. **Back in Open Session, possible action on a salary increase for the Administrator, effective immediately. Called back into Open Session at 10:53 P.M., Commissioner Lemanski made a motion to increase the salary of Ms. Salinas to the amount discussed in Closed**

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

- 16. Adjourn. With no further business before the Board, Commissioner Brown made a motion to adjourn. Commissioner Lemanski seconded the motion. Motion carried by a 3/0 vote in favor of. Meeting adjourned at 10:55 P.M.**

ATTEST:

Mr. George Hickman
Secretary/Treasurer

Ms. Gloria Salinas
Administrator