

**Bexar County  
Emergency Services District No. 2  
Meeting Minutes  
November 18, 2013  
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 6:30 P.M. and established a quorum with all members present.
  - A. The Pledge of Allegiance was recited.
2. Citizen Public Forum. (3 minute time limit per individual.) There weren't any individuals signed up to speak during this segment.
3. Approval of the minutes from the October 14, 2013 meeting. Commissioner Valdez made a motion to approve the minutes. Commissioner Sandoval seconded the motion. Motion carried by a 5/0 vote in favor of.
4. Discussion, updates and/or appropriate action on the following;
  - a. Follow-up on a payment plan from ESD No. 6 for services rendered. The final payment for the original contract that ended on September 30, 2013 was received.
  - b. Update on the feasibility of a sales tax for the District. Commissioner Sandoval has been working with Mr. Ken Campbell on the various steps necessary leading up to a tax election.
  - c. Updates on the five year plan for the District. Chief Castillo will be working with Mr. Davidson on adjusting the 5 year plan for the District. Chief Castillo will be contacting the Admin as to when it will go back on the agenda.
  - d. Update on working with Bexar County Fire Alarm to improve the ISO rating for Bexar County. Four Bexar County ESD's have agreed to donate funds for a grant to the Fire Marshal's office to hire additional dispatchers necessary to lower the ISO rating within those Districts.
5. Chief's Report.
  - a. Discussion of Chief's report. The Chief reported the expenses and the average response times for the District over the past month. He

and the officer staff then proceeded to make a short presentation on the following;

- b. **Presentation to the Board of ongoing initiatives to improve fire operations.**
  1. **Staffing.** The department is currently looking into hiring 3 additional firefighters and 1 Battalion Chief within the next 45 days.
  2. **Lowering of response times.** The department is trying to lower response times by shortening the amount of time that it takes for the firefighters to leave the station.
  3. **Streamlining of medical and other required reports.** Chief Trevor is working on streamlining all reports and maintaining accuracy.
  4. **Employee job description/job performance evaluation updates.** Most of the job evaluations will be done from mid to the end of the month of December.
  5. **Revision of the administrative/operational SOG's.** Chief Castillo is working on the SOG's and SOP's.
  6. **Training schedules/Professional Development Training.** Chief Lopez gave the Board an update as to what is being done to keep our firefighters updated on the different techniques in the field.
  7. **ALS and BLS EMS credentialing for all Emergency Operation personnel.** Chief Trevor mentioned that all of our personnel will have the credentials necessary before the end of the year.
  8. **Implementation of the Zoll Auto Pulse CPR life saving devices.** The Board approved the purchase of 3 of the life saving devices.
    - a. **RIT bags for all command vehicles.** These will be purchased after the Zoll devices are purchased.
  9. **Identify further priorities.** Chief Castillo and his officer staff are working on this to further improve our operations.
6. **Discussion and appropriate action on a bonus/compensation/incentive plan for firefighters and/or volunteers based upon performance levels or other determining factors. No action on this item.**

**Closed Session.** (No action will be taken during the closed session.)  
Commissioner Perez informed all that the Board would be going into

closed session at 10:07 P.M. Commissioner Sandoval had to leave at this point due to prior work commitment.

7. Job and performance review of Interim Fire Chief Castillo. This was done in closed session.

Open Session. The Board came back into open session at 10:45 P.M.

8. Possible action to be taken by the Board regarding Interim Fire Chief Castillo job and performance review. Commissioner Brown made a motion to remove the word "interim" from Chief Castillo's title and make him the Fire Chief of Bexar County Emergency Services District No. 2. Chief Castillo will be receiving a bonus for the outstanding work that he has managed to accomplish over the past 90 days. (Amount discussed in closed session.) Commissioner Lemanski seconded the motion. Motion carried by a 3/0 vote in favor of.

9. Financial Reports.

- a. Review of the financial reports. The Board reviewed the financial reports of the District. Collections are running at the same percentage as this period last year.
- b. Authorization to pay the bills. Commissioner Lemanski made a motion to pay the bills. Commissioner Brown seconded the motion. Motion carried by a 3/0 vote in favor of.
- c. Authorization to transfer \$ 250,000.00 into the ESD No. 2 Payroll Account. Commissioner Lemanski made a motion to transfer \$ 250,000.00 into the ESD No. 2 payroll account. Commissioner Brown seconded the motion. Motion carried by a 3/0 vote in favor of.
- d. Authorization to close some of the District's bank accounts and disburse the funds among the remaining four accounts. Commissioner Brown made a motion authorizing the closing of some of the accounts and disbursing the funds among the remaining accounts. Commissioner Lemanski seconded the motion. Motion carried by a 3/0 vote in favor of.

10. Adjourn. With no further business before the Board, the meeting was adjourned at 10:59 P.M.

ATTEST:

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Mr. Marc Sandoval  
Secretary

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Ms. Gloria Salinas  
Adminstrator