

**Bexar County
Emergency Services District No. 2
Meeting Minutes
May 22, 2014
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, and discussed the following;

1. Commissioner Perez called the Bexar County Emergency Services District No. 2 Meeting to Order at 6:31 P.M. and established a quorum.
 - a. The Pledge of Allegiance was recited.
2. Citizen Public Forum. (Individuals will have 3 minutes to address the Board.) One individual signed up to speak and stated that he would like to see what bills are being paid on a monthly basis.
3. Approval of the Minutes from the April 19, 2014 meeting. Commissioner Brown made a motion to approve the minutes. Commissioner Lemanski seconded the motion. Motion carried by a 4/0 vote in favor of.
4. FINANCIAL REPORT.
 - a. Review of the Financial Report. The Board reviewed the financial report from the District and noted that most expenses are within the budgeted amounts.
 - b. Action to pay the outstanding bills due for the month. Commissioner Valdez made a motion to pay the bills for the month. Commissioner Lemanski seconded the motion. Motion carried by a 4/0 vote in favor of.
 - c. Authorize the transfer of \$ 300,000.00 from the ESD No. 2 Operations account into the ESD No. 2 Payroll account. Commissioner Brown made a motion to authorize the necessary transfer. Commissioner Valdez seconded the motion. Motion carried by a 4/0 vote in favor of.
 - d. Authorization to accept the FY 2013 Audit of the District and forward the report to the Bexar County Auditor. The Board had reviewed the audit draft and had no problem with the FY 2013 figures. The Board directed the Administrator to ensure that the audit was turned in by the end of the month.
 - e. Authorization to sign the Generations Credit Union signature cards and deposit \$ 300,000.00 into the new account. Commissioner Valdez made a motion authorizing signing of the signature cards

and depositing \$ 300,000.00 in the Generations Federal Credit Union account. Commissioner Brown seconded the motion. Motion carried by a 4/0 vote in favor of.

- f. **Authorization to begin the FY 2015 Budget process. Commissioner Lemanski made a motion to begin the FY 2015 Budget process. Commissioner Valdez seconded the motion. Motion carried by a 4/0 vote in favor of.**
5. **Discussion, updates and/or appropriate action on the following;**
- a. **Preparation for an ISO inspection. Commissioner Perez spoke with the Board about possibly lowering the existing 4/8 ISO rating to a 3/3 or better ISO rating upon another inspection by the Insurance Services Office. This item will be further discussed at next month's meeting.**
 - b. **Authorization to sign the 1st amendment to the Interlocal Agreement between ESD No. 1 & ESD No. 6 related to insurance liabilities. Commissioner Lemanski made a motion to authorize the approval of the 1st amendment to the Interlocal Agreement. Commissioner Valdez seconded the motion. Motion carried by a 4/0 vote in favor of. As a result of this amendment, ESD No. 2 is liable for all actions in servicing the ESD No. 6 area. The Chief is to follow all established protocol as determined by the Bexar County Fire Marshal Office and the ESD No. 2 Board. Any change of direction or protocol without approval from the ESD No. 2 Board may put the District in a liability situation.**
 - c. **Authorization for Chief Castillo to appoint an individual to assess the feasibility of having the ESD provide its own vehicle maintenance (by hiring its' own mechanic and renovating the Cartwright property) and reporting back to the Board with such information. Commissioner Lemanski made a motion authorizing the Chief to proceed with the above request. Commissioner Brown seconded the motion. Motion carried by a 4/0 vote in favor of.**
 - d. **Update on the loan for the 3 new vehicles to be financed by either Government Capital or Generations Credit Union. Commissioner Perez is working on this item and has nothing to report at this time.**
6. **Chief's Report. Chief Castillo gave the Board a copy of the report and went through the report section by section. The Board asked a few questions but overall, were pleased with the improvements being made in response times and managing to keep expenses at bay.**
7. **Closed Session. Commissioner Perez announced that the Board went into closed session at this time. (Commissioner Valdez had to leave the meeting at this time.)**

- a. Job performance/evaluation of Chief Castillo. (continuation from last meeting.)
 - b. Job performance/evaluation of Ms. Gloria Salinas.
8. Open Session. Commissioner Perez announced that the Board was back in Open Session.
 - a. Possible action on the Job performance/evaluation of Chief Castillo. Commissioner Brown made a motion to increase Chief Castillo's salary to the amount as discussed in closed session. Commissioner Lemanski seconded the motion. Motion carried by a 3/0 vote in favor of.
 - b. Possible action on the Job performance/evaluation of Ms. Gloria Salinas. Commissioner Brown made a motion to increase Ms. Salinas's salary by the amount as discussed in closed session and to allow her to work on a flex schedule. Her set monthly mileage stipend was removed. She may continue to be reimbursed for mileage as utilized at current IRS allowances. Commissioner Lemanski seconded the motion. Motion carried by a 3/0 vote in favor of.
9. Identify possible agenda items, date and time for the next meeting. The meeting date and time was not set as it will be dependent upon the loan process. The meeting date will be posted on the website as soon as it is known.
10. Adjourn. Commissioner Lemanski made a motion to adjourn. Meeting was adjourned at a 3/0 vote in favor of at 9:30 P.M. No second is necessary on adjournments.

ATTEST:

Ms. Valerie Valdez
Secretary/Treasurer

Ms. Gloria Salinas
Administrator