

**Bexar County
Emergency Services District No. 2
Meeting Minutes
February 24, 2015
6:00 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 Lemanski called the Bexar County Emergency Services District No. 2 Meeting to Order at 6:09 P.M. and established a quorum with Commissioners' Brown and Ruiz present.
 - a. The Pledge of Allegiance was recited.
2. Citizen Public Forum. (Individuals will have 3 minutes to address the Board.) There was one citizen who spoke about the annexation in the area and their thoughts about it.
3. Approval of the Minutes from the January 23, January 28, January 31 and February 5, 2015. Commissioner Brown made a motion to approve the minutes. Commissioner Ruiz seconded the motion. Motion carried by a 3/0 vote in favor of.
4. Discussion, updates and/or action on the following items;
 - a. Update on the purchase and/or leasing of 1 or more acres of well water for use at station 2. Commissioner Brown informed the Board that he had contacted the Edwards Aquifer Authority office and that their recommendation was to possibly lease water rights this year and look into buying in the near future. Commissioner Brown made a motion to lease 1 acre of water at a cost not to exceed \$ 500.00 for one year. Commissioner Ruiz seconded the motion. Motion carried by a 3/0 vote in favor of.
 - b. A contract with Perez Project Consulting to develop a five year financial forecast based on the variables of possible annexation so that the District can then properly develop a strategic plan. Commissioner Brown made a motion to approve a contract with Perez Project Consulting, Inc. to develop a strategic master plan contingent on review and approval of the Final Form proposal as discussed by the Board. Commissioner Ruiz seconded the motion. Motion carried by a 3/0 vote in favor of.
 - c. Receive the Temporary Quarters Committee report on their recommendations for temporary quarters at the Central Station. After listening to Chief Rodriguez explain what option they had looked at, Commissioner Ruiz made a motion to allow an

expenditure not to exceed \$ 75,000.00 for the purchase of a Palm Harbor mobile home and all costs associated for full turn-key quarters at Central Station. Commissioner Brown seconded the motion. Motion carried by a 3/0 vote in favor of.

- d. Develop a credit card policy for purchases made via telephone and/or the internet not to exceed \$500.00 without Board approval. This item was deferred.
 - e. Update on the contract with Emyan Strategies. Commissioner Lemanski stated that he sent Ms. Gonzalez an email to meet with later in week so that she could show him what she has completed to date.
 - f. Develop Board policy for reimbursement of ESD No. 2 Board members who are conducting business related to the District. Commissioner Lemanski wrote the compensation policy for the Commissioners exactly as stated in the Texas Health & Public Safety Code 775. Commissioner Ruiz made a motion to accept the policy as written. Commissioner Brown seconded the motion. Motion carried by a 3/0 vote in favor of.
 - g. Approval of phase II of the cleaning/repair work of the bunker gear at a cost not to exceed \$7,500. Commissioner Ruiz made a motion to approve phase II of the bunker gear cleaning/repair at a cost not to exceed \$ 7,500.00. Commissioner Brown seconded the motion. Motion carried by a 3/0 vote in favor of.
 - h. Status of the grievance report being conducted by Ms. Osborn. Commissioner Lemanski informed the Board that the attorneys would be coming on March 4, 2015 to give them a status report.
5. Chief's Report.
To include the following:
- a. Update on the personnel policy manual to be submitted to Ms. Osborn, the District's employment attorney, for her review and revisions. It was reported that Ms. Osborn never received the policy manual and was never approved by her. The manual will be written in steps and sent to the attorney for her review and approval.
 - b. Status of the skid unit for the 6x6 vehicle that was approved last fiscal year. The department was informed that the funding for this item was approved last fiscal year and since it was never purchased, the funds were reallocated to other items this fiscal year.
 - c. Bunker equipment. The department is looking into buying new bunker equipment based on the new specifications. Research is still ongoing on this item.

- d. **Review of the Mission Statement.** The Chief informed the Board that he sent out a new Mission Statement. He plans to come out with a new slogan in the near future.

6. FINANCIAL REPORT.

- a. **Review of the Financial Report.** The Board reviewed the financial reports for the District.
 - b. **Action to pay outstanding bills due for the month.** Commissioner Ruiz made a motion to pay the bills. Commissioner Brown seconded the motion. Motion carried by a 3/0 vote in favor of.
 - c. **Hiring of the Certified Public Accountant to review our financials and compile our monthly accruals.** Commissioner Brown made a motion to hire a CPA as recommended by Ms. Nixon after she explained what the CPA's duties would be. Commissioner Ruiz seconded the motion. Motion carried by a 3/0 vote in favor of.
7. **Determine date, time and any additional agenda items for the next meeting.** The next meeting is tentatively scheduled for March 4, 2015 beginning at 5:00 P.M.
 8. **Adjourn.** With no further business before the Board, Commissioner Brown made a motion to adjourn. Commissioner Ruiz seconded the motion. Motion carried by a 3/0 vote in favor of. Meeting was adjourned at 9:22 P.M.

ATTEST:

Mr. Gilbert Ruiz
Secretary

Gloria Salinas
Administrator