

**Bexar County  
Emergency Services District No. 2  
Notice of Meeting  
April 9, 2015  
6:00 P.M.**

Bexar County Emergency Services District No. 2 will conduct a meeting at the District Office located on 7045 Old Talley Road, San Antonio, Texas 78253, to discuss the following;

1. Call the Bexar County Emergency Services District No. 2 Meeting to Order and establish a quorum.
  - a. The Pledge of Allegiance.
  - b. Citizen Public Forum. (Individuals will have 3 minutes to address the Board.)
2. Presentation of badges(s) to newly promoted officer(s).
3. Introduction and swearing in of new Commissioners, and execution of Statements and Oaths of Office of new Commissioners.
4. Presentation, with questions from and answers to commissioners from the District's attorney on roles, duties and responsibilities of District, Board of Commissioners, personnel and discussion of Chapter 775, Texas Health & Safety Code and other relevant statutes, laws, rules and regulations affecting emergency services districts.
5. Election of Officers.
6. Discussion and action on investigative report, recommendations from same and organization and operation of District; the District reserves the right to enter into Closed Session on these items pursuant to Section 551.071, Texas Government Code, Consultation with Attorney.
7. Discussion and action on organization and operation of District and briefing of staff present on same.
8. Approval to sign new bank signature cards.
9. Approval of the Minutes from the February 24, March 4 and the March 24, 2015 meetings.
10. Discussion, updates and/or action on the following items;
  - a. Discussion and action on possible Designation of Local Government Records Management Officer and policies related to the District's Records Retention Policy and applicable law.

- b. Update on the temporary housing at Station 121.
  - c. Develop a credit card policy for purchases made via telephone and/or the internet not to exceed \$500.00 without Board approval.
  - d. Chief Khalaf reimbursement for miles driven in his personal vehicle.
  - e. Selection of the wire transfer procedure to be utilized at Frost Bank under the bank's new policy.
  - f. Update on additional water supply for Station 122.
11. 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.
12. Discussion and possible action on possible retention of an ESD Manager for the District.
13. Discussion and action on possible authorization to install necessary communications or other equipment for personnel.
14. FINANCIAL REPORT.
- a. Review of the Financial Report.
  - b. Action to pay outstanding bills due for the month.
  - c. Approval of the engagement letter with Dustin Plates, CPA, to do our financials and compile the monthly accruals.
  - d. Approval to purchase QuickBooks 2015 for the District.
  - e. Approval to transfer \$ 450,000.00 from our operation account to the payroll account.
15. Determine date, time and any additional agenda items for the next meeting
16. Adjourn.

*The above notice was posted at the Bexar County Courthouse and the Bexar County ESD No. 2 Office before 5:00 P.M., April 6, 2015.*

***Note: The Board of Emergency Services Commissioners reserves the right to enter into Closed Meeting under Chapter 551, Texas Government Code, on any item posted o its agenda, as appropriate.***