

**Bexar County  
Emergency Services District No. 2  
Notice of Meeting  
May 14, 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. Election of Officers as follows;**
  - a. Secretary**
  - b. Assistant Treasurer**
- 3. Approval of the minutes of the April 9, 2015 meeting.**
- 4. Strategic Planning Overview and update from Mr. Gabriel Perez of PPC.**
- 5. Workshop.**
  - a. Call the Workshop to Order and establish a quorum.**
  - b. Review and discussion of the ADP Comprehensive Program for the District and its cost/effect to the District's budget over the next 5 years.**
  - c. Review and discuss the Purchasing Card Policy for the District.**
    - 1. Establish a policy and procedures for approving expenditures prior to ordering and/or purchasing items.**
    - 2. Review and discuss of Mr. Campbell's Purchasing Card Policy for the District.**
  - d. Review of the FY 2015 Budget.**
    - 1. Review implementation of an ESD Manager position.**

2. **Review a request for non-officer firefighters to receive a \$ 1.00 pay raise and its cost/effect to the District's budget.**
  3. **Review to possibly implement salary increases for (3) full time Lieutenant positions and its cost/effect to the District's budget.**
  4. **Establish policy and procedures for training costs, related to the District's full time firefighters and officers, to be absorbed by the District.**
  5. **Review a request to purchase QuickBooks 2015 for the District.**
- e. **Adjourn.**
6. **Discussion and/or appropriate action on the following items;**
- a. **Hiring of an ESD Manager for the District by the Board.**
  - b. **Possible approval of a pay increase for non-officer firefighters.**
  - c. **Possibly approve salary adjustments to pay for (3) full time Lieutenant positions.**
  - d. **Approve the purchase of QuickBooks 2015.**
  - e. **Possibly approve the ADP Comprehensive Program for the District.**
  - f. **Possibly approve the Purchasing Card Policy for the District.**
  - g. **Approve the Alamo Area Fire Chief's Emergency Services Mutual Aid Agreement.**
  - h. **Approval to hire Mr. Dustin Plate, CPA, to assist our ESD Administrator.**
  - i. **Designation of a Local Government Records Management Officer.**
  - j. **Approve the payment of \$ 3,264.79 to TCDRS on behalf of Marc Sandoval.**
  - k. **Approve of the use of the ACH Debit procedure with Frost Bank allowing for the monthly transfer of funds to the TCDRS retirement system.**
  - l. **Assigning the Chief the task of seeking, applying for and following up on grant applications to assist the department in purchasing apparatus/medical equipment/tools and other needs that the department may have.**

**7. 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.
- b. Update on the temporary housing at Station 121.

**8. FINANCIAL REPORT.**

- a. Review of the Financial Report.
  - 1. Possibly amend the FY 2015 Budget for the District.
- b. Action to pay outstanding bills due for the month.
- c. Approval to transfer \$ 850,000.00 from the District's operation account to the payroll account.
- d. Approval to sign new signature cards.

**9. Determine date, time and any additional agenda items for the next meeting.**

- a. Set a time and date for a Strategic Planning Workshop with Mr. Gabriel Perez.

**10. Adjourn.**

*The above notice was posted at the Bexar County Courthouse and the Bexar County ESD No. 2 Office before 5:00 P.M., May 11, 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.*