

**Bexar County
Emergency Services District No. 2
Meeting Minutes
June 18, 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. **Commissioner Cash called the Bexar County Emergency Services District No. 2 Meeting to Order and establish a quorum. Commissioner Cash, Benito and McGinnis were in attendance at 6:41 P.M. Commissioner Lemus was not in attendance. Attorney Ken Campbell attended.**
 - a. The Pledge of Allegiance.
2. Action to accept the resignation of Mr. Kenneth Lemanski and Mr. Frank O. Brown. **Commissioner Benito motioned and Commissioner McGinnis second. Motion carried 3/0.**
3. Introduction of new ESD No. 2 Board Member.
 - a. Swearing-in of the new Board member. **Commissioner Benito swore in Commissioner McGinnis before the meeting started.**
4. Citizen Public Forum. (Individuals will have 3 minutes to address the board) **No one addressed the board.**
5. Election of Officers. **Commissioner Benito motioned to nominate Commissioner McGinnis as the Assistant Treasurer. Commissioner Cash second the motion. Motion carried 3/0.**
6. Approval of the minutes of the March 24, 2015 and May 19, 2015 meetings. **The March 24, 2015 minutes were previously approved on the April 9, 2015 meeting. The approval of the May 19, 2015 minutes were deferred.**
7. Chief's Report;
To include the following:
 - a. Update on the personnel policy manual sent to Ms. Osborn, the District's employment attorney, for her review and revisions. **The Chief stated to revisit this in 8 weeks.**
 - b. Update on the temporary facilities at Station 121. **Everything is going as planed and to budget.**

8. Resolution that Commissioner Benito's Oath of Office taken on April 9, 2015 is valid and was administered by then-President Ken Lemanski as the person administering the Oath but that it was not notarized by Lemanski. **Resolved and required paperwork was notarized by HR Lauren Klonek. Motion to be effective April 9, 2015 by Commissioner McGinnis and second by Commissioner Cash. Motion carried 3/0.**

9. Authorization to accept the FY 2014 audit report and deliver the report to the Bexar County auditor's office. Margaret Nixon may speak on behalf of the audit report.

Commissioner McGinnis motioned and commissioner Benito second the motion that the board proceed into Executive Session in accordance with 775.071 in consultation with Attorney Ken Campbell and Margaret Nixon. Executive Session ended at 9:40 P.M.

Commissioner McGinnis motioned, Cash second for Ms. Nixon to audit D2FR and to be completed by August 15, 2015. Motion carried 3/0.

10. Discussion and action on contract with Perez consulting with presentation by Gabe Perez. **Mr. Perez gave his presentation.**

Commissioner McGinnis motioned and Commissioner Cash second the motion that the board proceed into Executive Session in accordance with 775.071 in consultation with Attorney Ken Campbell. Executive Session ended at 10:37 P.M.

Commissioner McGinnis motioned, Commissioner Cash second to not continue the contract. Motion carried 3/0.

11. Workshop.

a. Call the Workshop to Order and establish a quorum. **Deferred**

b. 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. **Deferred.**

2. Review and discuss of Mr. Campbell's Purchasing Card Policy for the District. **Deferred.**

- c. Review of the FY 2015 Budget.
 - 1. Review implementation of an ESD Manager position. **Deferred.**
 - 2. Review a request for Emergency Operations Full-Time personnel from the rank of Battalion Chief to Probationary Firefighter to receive a pay raise and its cost/effect to the District's budget. **Deferred.**
 - 3. Review the implementation of (3) full time Lieutenant Positions and its cost analysis to the Department and Districts operating budget. **Deferred.**
 - d. Adjourn.
12. Discussion and/or appropriate action taken on the following items;
- a. Hiring of an ESD Manager for the District by the Board. **Deferred.**
 - b. Possible approval of a pay increase for Emergency Operations Full-Time personnel. **Deferred.**
 - c. Possibly approve salary adjustments to pay for (3) full time Lieutenant Positions. **Deferred.**
 - d. Approve the command staff to make necessary purchases over \$2,000 dollars to maintain a state of operational readiness for the Department and District. **Deferred.**
 - e. Possibly approve the Purchasing Card Policy for the District. **Deferred.**
 - f. Approve Version III of the Alamo Area Fire Chief's Emergency Services Mutual Aid Agreement. **Deferred.**
 - g. Designation of a Local Government Records Management Officer. **Commissioner McGinnis motioned to nominate Commissioner Benito as the Local Government Records Management Officer. Commissioner Cash seconded the motion. The motion carried 3/0.**
 - h. Approve the payment of \$ 3,264.79 to TCDRS on behalf of Marc Sandoval. **Commissioner Cash motioned to approve the payment, Commissioner McGinnis seconded the motion. The motion was approved 3/0.**

- i. Approve of the use of the ACH Debit procedure with Frost Bank allowing for the monthly transfer of funds to the TCDRS retirement system. **Commissioner McGinnis motioned to approve, Commissioner Cash seconded the motion. The motion was approved 3/0.**
- j. Allowing the Fire Chief the opportunity to seek a grant writer for 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. Not to exceed \$75,000.00 dollars. **Deferred.**
- k. Purchase of a 1996 International Heavy Brush Truck. Not to exceed \$5,000.00 dollars. **Deferred.**
- l. Approval of a warranty contract with Cummins Southern Plains, LLC on a one year Planned Maintenance Agreement. **Deferred.**
- m. Discussion on the need of a quint ladder truck for the District. **Deferred.**
- n. Review findings of internal audit of financial records and take possible action(s) pending the results from the internal audit. HR Specialist will present the findings. **Commissioner McGinnis motioned to enter into an Executive Meeting in accordance with 775.071. Commissioner Cash seconded the motion. The motion was approved 3/0 at 11:12 P.M.**

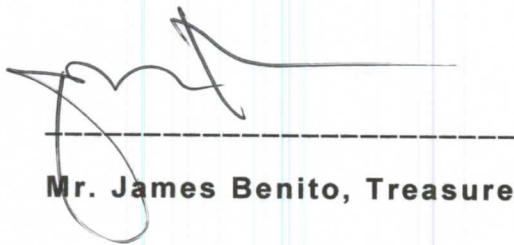
Commission McGinnis motioned to continue with investigation and report back with an update on July 16 or appropriate date. Commissioner Cash seconded the motion. The motion carried 3/0.

13. FINANCIAL REPORT.

- a. Review of the Financial Report. **Deferred.**
 - 1. Possibly amend the FY 2015 Budget for the District.
- b. Action to pay outstanding bills due for the month. **Commissioner Cash motioned to approve, Commissioner McGinnis seconded the motion. The motion carried 3/0.**
- c. Approval to transfer \$ 850,000.00 from the District's operation account to the payroll account. **Already taken place in previous board meeting, no action taken.**
- d. Approval to sign new signature cards. **Commissioner Cash motioned, Commissioner McGinnis seconded the motion. The motion was approved 3/0.**

14. Determine date, time and any additional agenda items for the next meeting.
15. Adjourn. ***Commissioner Cash motioned to adjourn the meeting, Commissioner McGinnis seconded the motion. The motion was approve 3/0 at 12:30 A.M.***

ATTEST:



Mr. James Benito, Treasurer/Secretary