

**Bexar County  
Emergency Services District No. 2  
Meeting Minutes  
July 01, 2015**

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;

**Agenda Item 1. Call the Bexar County Emergency Services District No. 2 Meeting to Order and establish a quorum.** - The meeting was called to order at 6:13 PM (18:13) by Richard Cash. A quorum was established with Randy McGinnis, Richard Cash and James Benito present. Jesus Lemus was absent.

a. **The Pledge of Allegiance.** Pledge of Allegiance was recited.

**Agenda Item 2. Citizen Public Forum. (Individuals will have 3 minutes to address the Board.)** - The Public did not sign up to speak.

**Agenda Item 3. Approval of the minutes of the May 19, 2015 and June 18, 2015 meetings.** Deferred.

**Agenda Item 4. Workshop**

a. **Call Workshop to Order and establish a quorum.** - The workshop was called to order at 6:15 PM (18:15) by Richard Cash. A quorum was established with Randy McGinnis, Richard Cash and James Benito present. Jesus Lemus was absent.

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 – No Action Taken

2. **Review and discuss Mr. Campbell's Purchasing Card Policy for the District.** Deferred – No Action Taken

c. **Review of the FY 2015 Budget**

1. **Review implementation of an ESD Manager Position.** Discussion – No Action Taken.

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.** Discussion – No Action Taken.

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- 3. Review the implementation of (3) full time Lieutenant Positions and its cost analysis to the Department and Districts operating budget. Discussion – No Action Taken**

**Agenda Item 5. Discussion and/or appropriate action on the following items;**

- a. Hiring of an ESD Manager for the District by the Board.** – A motion was made by Richard Cash to deferred for 3 to 6 months. A second to the motion was made by Randy McGinnis. Motion carried unanimously 3/0.
- b. Possible approval of a pay increase for Emergency Operations Full Time personnel.** – Deferred to next Budget Year.
- c. Possibly approve salary adjustment to pay for (3) full time Lieutenant Positions.** – A motion was made by Randy McGinnis to approve 3 full time Lieutenant positions and to fill those positions. A second to the motion was made by Richard Cash. Motion carried unanimously 3/0.
- d. Possibly approve the Purchasing Card Policy for the District.** Deferred to Aug.
- e. Approve Version III of the Alamo Area Fire Chief's Emergency Services Mutual Aid Agreement.** – Deferred until reviewed by Ken Campbell.
- f. Purchase of a 1996 International Heavy Brush Truck. Not to exceed \$5,000.00 dollars.** – A motion was made by Richard Cash to purchase a 1996 International Heavy Brush Truck in the amount of \$4,158.00. A second to the motion was made by Randy McGinnis. Motion carried unanimously 3/0.
- g. Approval of a warranty contract with Cummins Southern Plains, LLC on a one year Planned Maintenance Agreement.** – A motion was made by Randy McGinnis to approve the Planned Maintenance Agreement. A second to the motion was made by Richard Cash. Motion carried unanimously 3/0.
- h. Approval of the Fire Chief to look into the conversion of the bunk house into a training simulator building for department training.** – A motion was made by Randy McGinnis to look into the conversion of the bunk house, but not to spend money on it as of yet and do not change the structure. Chief to present at August Meeting. A second to the motion was made by Richard Cash. Motion carried unanimously 3/0.
- i. Discussion on the need of a quint ladder truck for the District.** – Deferred to Aug Meeting
- j. Discussion to pay and enroll in Quick Book Classes.** A motion was made by Randy McGinnis to fund and enroll in Quick Book Classes for the

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Commissioners. A second to the motion was made by Richard Cash. Motion carried unanimously 3/0.

- k. **Discussion to hire part time accountant to review monthly books.** – Deferred to Aug Meeting.
- l. **Discussion to review building maintenance at station 121.** – Deferred to next meeting. Meeting to be held at Station 121.

**Agenda Item 6. FINANCIAL REPORT.**


a. **Review of the Financial Report.**

- 1. **Possibly amend the FY2015 Budget for the District.** - Deferred

**Agenda Item 7. Determine date, time and any additional agenda items for the next meeting.** – July 9th

**Agenda Item 8. Adjourn.** – Richard Cash motion to adjourn at 8:01 PM (20:01). A second to the motion was made by Randy McGinnis. Motion carried 3/0.

ATTEST:

  
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James Benito, Treasurer/Secretary

18 Nov 16  
\_\_\_\_\_  
Date

  
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Randy McGinnis, President

18 Nov 16  
\_\_\_\_\_  
Date