

**Bexar County
Emergency Services District No. 2
Meeting Minutes
January 25, 2016**

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 1. Call the Bexar County Emergency Services District No. 2 Meeting to Order and establish a quorum. Pursuant to Texas Government Code §551.127, on or more Commissioners of the Bexar County Emergency Services District No. 2 may participate remotely in this properly posted public meeting by means of a two-way videoconference call via live video and audio feed clearly visible and audible to each other commissioner and to members of the public in attendance at 7045 Old Talley Road, San Antonio, TX 78253. – Meeting called to order at 6:41 PM (18:41). Commissioners McGinnis, Commissioner Cash, Commissioner Benito, Commissioner Harris and Commissioner Rait are all present.

a. The Pledge of Allegiance.

Agenda 2. Citizen Public Forum. (Individuals will have 3 minutes to address the Board.) – No one from the public signed up to speak.

Agenda 3. Elections of Board Positions for President, Vice President, Treasurer, Vice Treasurer & Secretary – A motion was made by Commissioner McGinnis to appoint Commissioner James Benito as President. A second to the motion was made by Commissioner Cash. Motion carried 5/0. A motion was made by Commissioner McGinnis to appoint Commissioner Christopher Rait as Vice President. A second to the motion was made by Commissioner Harris. Motion carried 4/0 with 1 abstention by Commissioner Rait. A motion was made by Commissioner McGinnis to appoint Commissioner David Harris as Treasurer. A second to the motion was made by Commissioner Rait. Motion carried 4/0 with 1 abstention by Commissioner Harris. A motion was made by Commissioner Harris to appoint Commissioner Randy McGinnis as Assistant Treasurer. A second to the motion was made by Commissioner Rait. Motion carried 5/0. A motion was made by Commissioner McGinnis to appoint Commissioner Richard Cash as Secretary. A second to the motion was made by Commissioner Rait. Motion carried 4/0 with 1 abstention by Commissioner Cash.

Agenda 4. Approval of the minutes from December 21, 2015. - A motion was made by Commissioner Rait to approve the meeting minutes from December 21, 2015. A second to the motion was made by Commissioner Cash. Motion carried 4/0 with 1 abstention by Commissioner Benito.

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Agenda 5. Command Staff Report – Assistant Chief Ralph Rodriguez presented the command staff report. Commissioner McGinnis motioned to approve the purchase of Advanced EMT Text Books and Digital Supplement in the amount of \$2,500. A second to the motion was made by Commissioner Harris. Motion carried 4/0 with 1 abstention by Commissioner Benito.

Agenda 6. Discussion, updates and/or action on the following items;

- a. **Monthly Financial Report** – District Manager Josh Brown presented the Monthly Financial Reports.
- b. **Monthly Bills** – A motion was made by Commissioner McGinnis to approve the Monthly Bills. A second to the motion was made by Commissioner Harris. Motion carried 5/0.
- c. **Organizational Flow Chart** – Discussion on Organization Chart by the ESD. Admin Chiefs to update the existing organizational chart and get a comparison of other Departments organization of Admin staff with like area, budget, total personnel, and other like comparable sizes. Not action voted on by the Board.
- d. **Critical Vendor Payment Authorization Policy** – A motion was made by Commissioner McGinnis to approve the Critical Vendor Payment Authorization Policy Rev 000. A second to the motion was made by Commissioner Cash. Motion carried 5/0.
- e. **Commissioner Compensation, Reimbursement, Per Diem, Policy & Forms** – A motion was made by Commissioner McGinnis to adopt and follow Texas Statue 775.038 while adopting the specifics of Fire Departments Reimbursement Policy along with having District Manager Josh Brown develop a Per Diem / Reimbursement Form to be utilized by Commissioners. A second to the motion was made by Commissioner Harris. Motion carried 5/0.
- f. **Authorization to purchase office furniture for Training Division's new training facilities at 121. Presentation by Battalion Chief Mark Sandoval / Chief Al Castillo.** – A motion was made by Commissioner McGinnis to approve the purchase of office furniture and equipment for the Training Room not to exceed \$5800. A second to the motion was made by Commissioner Rait. Motion carried 5/0.
- g. **Authorization to purchase Station Alerting System for Station 122 and Station 123. Presented by Battalion Chief Ryan Crady / Chief Al Castillo.** – A motion was made by Commissioner McGinnis to approve the new Station Alerting System because the of the calls that have been missed due to its malfunction, with the provision that Trevor Wortes provide a copy of the quote that he has

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from San Antonio Fire Stations. A second to the motion was made by Commissioner Harris. Motion carried 5/0.

- h. SAFE-D Conference Update. Presented by Josh Brown.** – Josh to post public notice for the Commissioners to attend the training conference.
- i. Authorization to fund District's Attorney for SAFE-D Conference.** - No Action Taken.
- j. Authorization to have District's Attorney complete annual Notice of District Administrative Office Address as pursuant to Texas Government Code §775.036.** – A motion was made by Commissioner McGinnis to have Mark Sanchez post the notice per Texas Government Code §775.036 no later than Sunday, January 31, 2015. A second was made by Commissioner Cash. Motion Carried 5/0.
- k. Repair to EMS offices at Station 122** – No Action Taken.

Agenda 7. Frost Bank Cash Manager Access - Commissioners Benito, Cash, Harris, McGinnis and Rait have not been issued their Frost Bank Tokens.


Agenda 8. Determine date, possible recurring date, time and any additional agenda items for the next meeting. – A motion was made by Commissioner McGinnis to establish recurring meeting of the third Monday of each month at 6:30 PM, unless it is a holiday in which it will be pushed to the following Monday. A second to the motion was made by Commissioner Harris. Motion carried 5/0. Advanced EMT Books, Policy for Reimbursable Expenses, Comparison to Organizational Chart, Repair to EMS office at Station 122 are items for the next ESD Meeting.

Agenda 9. Authorization to allow the Board President and Board Treasurer execute the approval of these meeting minutes immediately following this meeting for the purpose of obtaining new signature cards for all banks. – A motion was made by Commissioner McGinnis to authorize the Board President and Board Treasurer to execute the approval of these meeting minutes immediately following this meeting for the purpose of obtaining new signatures cards. A second to the motion was made by Commissioner Cash. Motion Carried 5/0.

Agenda 10. Adjourn. A motion was made by Commissioner McGinnis and a second by Commission Cash to adjourn the meeting at 10:05 PM (22:05). Motion Carried 5/0.

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ATTEST:



Signature

President

Title

1/25/16
~~*1/24/16*~~

Date



Signature

Treasurer

Title

1/25/16 *OK*

Date