

**Bexar County
Emergency Services District No. 2
Meeting Minutes
February 22, 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, one 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. - Commissioner Rait presided over meeting. Commissioner Rait called the meeting to order at 7:03 PM (19:03). A quorum was established. Commissioner Rait, Commissioner McGinnis, Commissioner Harris, & Commissioner Benito were present. Commissioner Cash was not present.**
- Agenda 2. Citizen Public Forum. (Individuals will have 3 minutes to address the Board.) – No one from the public present.**
- Agenda 3. Review/Approval of the minutes from January 25, 2016. – No action taken, minutes approved during last meeting.**
- Agenda 4. Discussion, updates and/or action on the following items;**
- a. **Command Staff Report – Chief Al Castillo presented the Command Staff Report - No Action Taken**
 - i. **General Personnel Issues – Chief Al Castillo spoke, no action taken.**
 - b. **Community / PR Events – Commissioner Benito asked that all upcoming PR Events be included in the Command Staff Report going forward. No Action taken.**
 - c. **Monthly Financial Reports – Josh Brown presented the Monthly Financial Report. A motion was made by Commissioner Rait to accept the Monthly Financial Report. A second to the motion was made by Commissioner Harris. Motion carried 4/0.**
 - d. **Monthly Bills – Josh Brown presented the Monthly Bills. A motion was made by Commissioner Rait to approve the Monthly Bills. A second to the motion was made by Commissioner Harris. Motion carried 4/0.**

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- e. **FY 2017 Budget** – Lauren Klonek to print a budget timeline of when Budget and Meeting Notice are due the year for next Fiscal Year's Budget. Chief Al Castillo to develop a budget schedule plan. A motion was made by Commissioner Benito to appoint Chief Al Castillo as the Budget Officer. A second to the motion was made by Commissioner McGinnis. Motion carried 4/0
- f. **Forensic Audit & Investigation** – Commissioners and BCESD No. 2 Attorney Mark Sanchez gave updates. No Action Taken.
- g. **Linebarger, Goggan, Blair & Sampson, LLP**
 - i. **Funds Release for Delinquent Tax Accounts** – Deferred to next meeting.
 - ii. **Contract Renewal Agreement** – Deferred to next meeting.
- h. **Frost Bank Collateral Release and Security Renewal** – A motion was made by Commissioner McGinnis to accept the Collateral Release and Security Renewal from Frost Bank. A second to the motion was made by Commissioner Harris. Motion carried 4/0.
- i. **Transfer \$800,000 from Frost Checking Account to Frost Payroll Account** – A motion was made by Commissioner Rait to transfer \$800,000 from Frost Checking Account to the Frost Payroll Account. A second to the motion was made by Commissioner Harris. Motion carried 4/0.
- j. **Signature Cards For Frost Bank** – Update given by Josh Brown. Signature Cards Signed by Present Commissioners. No Action Taken.
- k. **Commissioner Compensation, Reimbursement, Per Diem, Policy & Forms** – A motion was made by Commissioner Rait to the Purchasing Policy presented by Lauren Klonek as a BCESD No. 2 Policy for all employees and commissioners. A second to the motion was made by Commissioner McGinnis. Motion carried 3/0/1 with Commissioner Benito abstaining.
- l. **Insurance Policy Renewal & Coverage** – A motion was made by Commissioner Benito to renew the TML and VFIS insurance policies. A second to the motion was made by Commissioner Rait. Motion carried 4/0.
- m. **Repair to EMS offices at Station 122** – Bids are being submitted by Vendors. No Action Taken.

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- n. **Comparison of JEP to State Industrial Supplies – Presented by Battalion Chief Walter Ball.** - Battalion Chief Walter Ball presented a cost comparison. No Action Taken.
- o. **Organizational Flow Chart Comparison to Like Departments in Size & Setup. Presented by Chief Al Castillo – Chief Al Castillo** presented a comparison of like departments. No Action Taken.
- p. **Fire Chief Annual/Initial Performance Evaluation – Meeting** entered into Executive Session at 9:30 PM (21:30). Meeting entered into Open Session at 11:08 PM (23:08). No Action Taken during executive session. Commissioners to review the Performance Evaluation Form and Complete on own time. Item deferred to another meeting.
- q. **Fire Chief Responsibilities / Duties – Deferred to later date.** No Action Taken.
- r. **Missed calls related to failure of Alerting System at 122 & 123.** – No Calls were missed. They were picked up by other stations within ESD2. No Action Taken.

Agenda 5. Determine date, possible recurring date, time and any additional agenda items for the next meeting. - 3rd Monday of Month. March 21, 2016 at 7:00 PM (19:00). Items for next meeting: SAFE-D 2017, NFPA Conference – June 2016, Vista Community Church Contract, House Bill 1295, Open Carry, Reimbursement Rate for Expenses, When I Work / Time Keeping, Items that were deferred in this meeting.

Agenda 6. Adjourn.

ATTEST:

Signature

PRESIDENT
Title

Date

3/21/16

Signature

Secretary
Title

Date

3/21/16