

**Bexar County  
Emergency Services District No. 2  
Meeting Minutes  
April 18, 2016**

**Bexar County Emergency Services District No. 2 conducted a meeting at the District Station 121 located on 2096 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 2096 Talley Road, San Antonio, TX 78253. – The meeting was called to order at 7:00 PM (19:00). A quorum was established with Commissioner Benito, Commissioner Cash, Commissioner Harris, Commissioner McGinnis, and Commissioner Rait present.**

**Agenda 2. Citizen Public Forum. (Individuals will have 3 minutes to address the Board.) – Albert Castillo signed up to speak and was given three minutes to address the board.**

**Agenda 3. Review/Approval of the minutes from August 6, 2015, August 24, 2015, March 21, 2016, March 31, 2016 and April 11, 2016. – A motion was made McGinnis to accept the meeting minutes as presented for March 21, 2016. A second to the motion was made by Commissioner Rait. The motion carried 4-Yes/0-No/1-Abstension by Commissioner Cash. A motion was made by Commissioner Rait to approve the meeting minutes from March 31, 2016 with the correcting Commissioner McGinnis as the one absent and not Commissioner Harris as written in Agenda Item 1. A second to the motion was made by Commissioner Cash. The motion carried 4-Yes/0-No/1-Abstension by Commissioner McGinnis. A motion was made by Commissioner McGinnis to approve the meeting minutes from April 11, 2016 as presented. A second to the motion was made by Commissioner Harris. The motion carried 4-Yes/0-No/1-Absention by Commissioner Cash.**

**Agenda 4. Discussion, updates and/or action on the following items;**

**a. Command Staff Report**

**i. General Personnel Issues**

**ii. Authorization to send 10 students to BSB Hands on Anatomy Class on May 3, 2016 at a cost of \$200 per student for registration. – A motion was made by Commissioner McGinnis to send up to 10 students at a total**



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of \$2000 to at \$200 per student to the BSB Hand on Anatomy Class. A second to the motion was made by Commissioner Harris. The motion carried 5-Yes/0-No.

- iii. **Authorization to Send 10 Students to the STRAC Conference on April 28 & April 29 at a cost of \$200 per student for registration.** – A motion was made by Commissioner McGinnis to send up to 10 students at a total of \$2000 to at \$200 per student to the STRAC Conference. A second to the motion was made by Commissioner Harris. The motion carried 5-Yes/0-No.
  
- b. **Monthly Financial Reports** – A motion was made by Commissioner McGinnis to accept the Financial Report as presented. A second to the motion was made by Commissioner Harris. The motion carried 5-Yes/0-No.
  
- c. **Authorization to pay monthly bills due** - A motion was made by Commissioner McGinnis to pay the monthly bill due as presented. A second to the motion was made by Commissioner Harris. The motion carried 5-Yes/0-No.
  
- d. **Authorization to transfer \$600,000 from the Frost Checking Account to the Frost Payroll Account** – A motion was made by Commissioner McGinnis to transfer \$600,000 from the Frost Checking Account to the Frost Payroll Account. A second to the motion was made by Commissioner Harris. The motion carried 5-Yes/0-No.
  
- e. **FY 2017 Budget** – No Action Taken.

Note: At 7:44 (19:44), after being asked several times to stop interrupting the meeting was asked again to stop interrupting the meeting. He again interrupted and was asked to leave the meeting. Law Enforcement (Bexar County Sherriff department was called). Al Castillo left the meeting and waited in the parking lot.

- f. **Critical Vendor List Amendment** – A motion was made by Commissioner McGinnis to accept revision 002 of the critical vendor list, with the exception that employee expenses that exceed \$2000 do not fall under the Critical Vendor Policy and that Training and Conference Registrations over \$5,000 do not fall under the Critical Vendor Policy. A second to the motion was made by Commissioner Harris. The motion carried 5-Yes/0-No.

Note: At 7:58 PM (19:58) the meeting went into recess to allow Sherriff's Department to question those at the meeting.

At 8:10 PM (20:10) the meeting was called to order. At 8:11 PM (20:10) the Board entered into closed session. At 10:00 PM (21:00) the meeting was moved to the training



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room in the building next door. At 9:18 PM (21:18) the meeting entered into open session with no action taken during closed session.

- g. **Forensic Audit & Investigation** - See Agenda Item S.
- h. **Insurance Policy Renewal & Coverage** - See Agenda Item S.
- i. **Repair to EMS offices at Station 122** - See Agenda Item S.
- j. **Station 124** - See Agenda Item S.
- k. **2016 NFPA Conference** - See Agenda Item S.
- l. **Vista Community Church Contract** - See Agenda Item S.
- m. **Employee / Commissioner Reimbursement Rates** - See Agenda Item S.
- n. **When I Work / Time Keeping** - Report from Ralph that staff will continue to document time through When to Work.
- o. **Advertisement and The Hiring Process of a Fire Chief** - See Agenda Item S.
- p. **Ladder Truck** - See Agenda Item S.
- q. **Interim Chief Ralph Rodriguez to present a review on pay raises given to the following positions that went into effect in September/October 2015 in excess of the \$.50 per hour for full time employees and \$2.00 per hour for Paramedics:**
  - i. **Assistant Chief of Operations Ralph Rodriguez** – A motion was made by Commissioner McGinnis to adopt a pay scale of \$70,000 Annual Salary for the Assistant Chief of Operations for the next month and to review the pay scale at the next meeting after an impact analysis has been completed. A second to the motion was made by Commissioner Cash. The motion carried 5-Yes/0-No. A motion was made by Commissioner McGinnis to pay Interim Chief Ralph Rodriguez a prorated amount from March 10, 2016 until a new fire chief is hired, at the time the fire chief is hired for the work he performed as the Interim Fire Chief.
  - ii. **Assistant Chief of EMS/Communications Trevor Wortes**– A motion was made by Commissioner McGinnis to adopt a pay scale of \$53,000 Annual Salary for the Assistant Chief of EMS/Communications for the next month and to review the pay scale at the next meeting after an impact analysis has



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been completed. A second to the motion was made by Commissioner Cash. The motion carried 5-Yes/0-No.

- iii. **Human Resources Specialist Lauren Klonek** – A motion was made by Commissioner Christopher Rait to table and review at the next meeting after an impact analysis has been completed. A second to the motion was made by Commissioner McGinnis. The motion carried 5-Yes/0-No.
- iv. **Fire Line Safety Coordinator Rudy Khalaf** - A motion was made by Commissioner McGinnis to adopt a pay scale of \$42,000 Annual Salary for the Fire Line Safety Coordinator for the next month and to review the pay scale at the next meeting after an impact analysis has been completed. A second to the motion was made by Commissioner Rait. The motion carried 5-Yes/0-No
- v. **EMS Coordinator Michael Rice** – A motion was made by Commissioner McGinnis to adopt an annual salary of \$48,000 effective from October 2015, noting that Michael Rice has resigned from the position. A second to the motion was made by Commissioner Harris. The motion carried 5-Yes/0-No.

- r. **Interim Chief Ralph Rodriguez to present a review on possible pay increase for Training and Safety Coordinator Marc Sandoval** – See Agenda Item S.
- s. **District Manager Annual/Initial Performance Evaluation** – A motion was made by Commissioner McGinnis to table Agenda Items 4g, 4h, 4i, 4j, 4k, 4l, 4m, 4o, 4p, 4r, & 4s and place them on the next regular monthly meeting agenda. A second to the motion was made by Commissioner Cash. The motion carried 5-Yes/0-No.
- t. **ISO Consultant** – A motion was made by Commissioner McGinnis obtain the service of Mike Peach at a rate of \$30,000 and to have Attorney Mark Sanchez to review the contract and have Mike Peach complete a 1295 form. A second to the motion was made by Commissioner Harris. The motion carried 5-Yes/0-No.

**Agenda 5. Determine date, possible recurring date, time and any additional agenda items for the next meeting** – Add items 4g, 4h, 4i, 4j, 4k, 4l, 4m, 4o, 4p, 4r, & 4s to the next meeting. Meeting to be held May 16, 2016.


**Agenda 6. Adjourn.** – A motion was made by Commissioner Benito to adjourn the meeting at 10:01 PM (22:01). A second to the motion was made by Commissioner McGinnis. The motion carried 5-Yes/0-No.





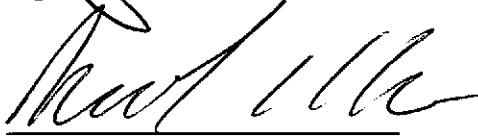
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ATTEST:

  
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Signature

President  
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Title

16 May 2016  
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Date

  
\_\_\_\_\_  
Signature

Theresa  
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Title

16 May 16  
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Date

