



# BEXAR COUNTY EMERGENCY SERVICES DISTRICT No. 2



## MEETING MINUTES MAY 16, 2016

Bexar County Emergency Services District No. 2 conducted a meeting at the Station 121 Training Room located on 2096 Talley Road, San Antonio, TX 78253, to discuss the following:

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 2096 Talley Road, San Antonio, TX 78253** – The meeting was called to order by Commissioner Benito at 7:10 PM (19:10). A quorum was established with Commissioner Benito, Commissioner Harris, and Commissioner Cash present. Commissioner McGinnis and Commissioner Rait were absent.
2. **Citizen Public Forum. (Individuals will have 3 minutes to address the board.)** – No one in attendance signed up to speak.
3. **Review/Approval of the minutes from April 18, 2016 and April 25, 2016.** – A motion was made by Commissioner Benito to approve the meeting minutes from April 18, 2016. A second to the motion was made by Commissioner Cash. The motion carried 3-Yes, 0-No. A motion was made by Commissioner Benito to approve the meeting minutes from April 25, 2016 with a correction in item 2a to change Cash to Rait as the individual that 2<sup>nd</sup> the motion. A second to the motion was made by Commissioner Harris. The motion carried 2-Yes, 0-No, 1-Abstention by Commissioner Cash.
4. **Discussion, updates and/or action on the following items:**
  - a. **Command Staff Report** – Report given by Interim Fire Chief Rodriguez
    - i. **Request to renew Target Solutions Training & Records Management Service at a cost of \$11,295.00.** – A motion was made by Commissioner Benito to renew Target Solutions Training & Records Management Service and a cost of \$11,295.00. A second to the motion was made by Commissioner Cash. The motion carried 3-Yes, 0-No.
    - ii. **Request to purchase 17 External Speaker/Mic for handheld radios at a cost of \$5,410.00.** – A motion was made by Commissioner Benito to purchase 17 External Speaker/Mic for handheld radios at a cost of \$5,410.00. A second to the motion was made by Commissioner Harris. The motion carried 3-Yes, 0-No.
    - iii. **Request to purchase bunker gear locker storage for Station 121, 122, & 123 at a cost of \$13,700.** – A motion was made by Commissioner Cash to purchase bunker gear locker storage for Station 121, 122, & 123 at a cost of \$14,000. A second to the motion was made by Commissioner Harris. The motion carried 3-Yes, 0-No.
    - iv. **Request to send 16 members to FRI (Fire-Rescue International) 2016 Training Convention on August 19-20 in San Antonio, TX at a cost of \$675 per person.** – A motion was made by Commissioner Benito to send 16 members to FRI



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(Fire-Rescue International) 2016 Training Convention on August 19-20 in San Antonio, TX at a cost of \$725 per person. A second to the motion was made by Commissioner Cash. The motion carried 3-Yes, 0-No.

- v. **Request to fund the NREMT skills for members currently enrolled in Advanced EMT Class at a cost of \$2,250.00.** – A motion was made by Commissioner Benito to fund the NREMT skills for members currently enrolled in Advanced EMT Class at a cost of \$2,250.00. A second to the motion was made by Commissioner Harris. The motion carried 3-Yes, 0-No.
- vi. **Request to promote and/or hire members to fill open Captain, Lieutenant and Firefighter Positions.** – A motion was made by Commissioner Benito to allow Interim Fire Chief Ralph Rodriguez to promote or hire members to fill open Captain, Lieutenant and Firefighter positions. A second to the motion was made by Commissioner Harris. The motion carried 3-Yes, 0-No.
- b. **Monthly Financial Reports** – A motion was made by Commissioner Benito to accept the Monthly Financial Reports as presented. A second to the motion was made by Commissioner Harris. The motion carried 3-Yes, 0-No.
- c. **Authorization to pay monthly bills due.** – A motion was made by Commissioner Cash to authorize payment of monthly bills due. A second to the motion was made by Commissioner Harris. The motion carried 3-Yes, 0-No
- d. **FY 2017 Budget** – Discussion – No Action Taken
- e. **Forensic Audit & Investigation** – No Report – No Action Taken
- f. **Insurance Policy Renewal & Coverage** – No Action Taken
- g. **Repair to EMS Offices at Station 122** – Working w/ Architect – No Action Taken
- h. **Station 124** – A motion was made by Commissioner Cash to have Interim Fire Chief Rodriguez obtain 3 bids/proposals for Architectural Service for Station 124. A second to the motion was made by Commissioner Harris. The motion carried 3-Yes, 0-No.
- i. **2016 – NFPA Conference** – A motion was made by Commissioner Benito to send up to five (5) individuals to NFPA Conference in June 2016. A second to the motion was made by Commissioner Cash. The motion carried 3-Yes, 0-No.
- j. **Employee / Commissioner Reimbursement Policy** – A motion was made by Commissioner Benito to compensate commissioners are per Health and Safety Code 775. A second to the motion was made by Commissioner Harris. The motion carried 3-Yes, 0-No. A motion was made by Commissioner Benito to set the daily per-diem rate for meals for members and commissioners to \$60.00 per day until the next regular monthly meeting. A second to the motion was made by Commissioner Harris. The motion carried 3-Yes, 0-No. A motion was made by Commissioner Benito to approve Commissioner Cash's Expense Report requesting compensation for meetings attended in the amount of \$800.00. A second to the



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motion was made by Commissioner Harris. The motion carried 2-Yes, 0-No, 1-Abstention by Commissioner Cash.

- k. Firefighter Appreciation Event** – A motion was made by Commissioner Benito to fund a Firefighter Appreciation Event in the amount of \$2,500.00. A second to the motion was made by Commissioner Harris. The motion carried 3-Yes, 0-No/
- l. Annual Firefighter Awards Banquet** – A motion was made by Commissioner Benito to allow up to \$2,500 to secure a venue the Annual Firefighter Awards Banquet. A second to the motion was made by Commissioner Cash. The motion carried 3-Yes, 0-No.
- m. Advertisement for the Hiring of a Fire Chief** – A motion was made by Commissioner Benito to accept the Job Description for Fire Chief presented by Commissioner Harris with an EEO Disclaimer added to the Job Description and to post the Job Opening for 30 days on the TCFP and TML Websites. All Applications to go to District Manager Josh Brown. A second to the motion was made by Commissioner Harris. The motion carried 3-Yes, 0-No.
- n. Ladder Truck** – Ralph and Truck Committee are working on bids and specifications. No Action Taken
- o. ISO Consultant** – ISO Consultant Mike Peach to visit on July 13<sup>th</sup>. No Action Taken
- p. 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 fulltime employees and \$2.00 per hour for Paramedics:**
  - i. Assistant Chief of Operations Ralph Rodriguez** – A motion was made by Commissioner Harris to approve a pay rate of \$70,000 annually for the Assistant Chief of Operations Position. A second to the motion was made by Commissioner Benito. The motion carried 3-Yes, 0-No.
  - ii. Assistant Chief of EMS/Communications Trevor Wortes** - A motion was made by Commissioner Harris to approve a pay rate of \$68,000 annually for the Assistant Chief of EMS/Communications. A second to the motion was made by Commissioner Benito. The motion carried 3-Yes, 0-No.
  - iii. Human Resources Specialist Lauren Klonek** – No Action Taken, Position is not currently filled.
  - iv. Fire Line Safety Coordinator Rudy Khalaf** – A motion was made by Commissioner Cash to approve a pay rate of \$42,000 annually for the Fire Line Safety Coordinator Position. A second to the motion was made by Commissioner Harris. The motion carried 3-Yes, 0-No.
  - v. EMS Coordinator Michael Rice** – No Action Taken, Position is not currently filled.
- q. Interim Chief Ralph Rodriguez to present a review on possible pay increase for Training and Safety Coordinator Marc Sandoval.** – A motion was made by Commissioner Cash to approve a pay rate of \$56,000 per year for the Training and Safety Coordinator



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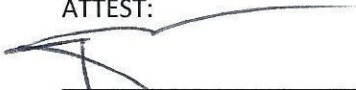

Position. A second to the motion was made by Commissioner Harris. The motion carried 3-Yes, 0-No.



r. **District Manager Annual / Initial Performance Evaluation.** - The board entered into executive session at 9:25 PM (21:25). The board entered into open session at 10:26 PM (22:26) with no action taken during executive session. The board presented their individual annual performance evaluations to the District Manager.



5. **Determine date, time and any additional agenda items for the next meeting** - June 20, 2016 at 7:00 PM.

6. **Adjourn.** - A motion was made by Commissioner Benito to adjourn the meeting at 10:29 PM (22:36). A second to the motion was made by Commissioner Harris. The motion carried 3-Yes, 0-No.

ATTEST:

  
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