



BEXAR COUNTY EMERGENCY SERVICES DISTRICT No. 2



MEETING MINUTES June 20, 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 7:05 PM (19:05). A quorum was established with Commissioner Benito, Commissioner Harris, and Commissioner Cash present. Commissioner McGinnis was 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 May 16, 2016.** – A motion was made by Commissioner Benito to approve the meeting minutes from May 16, 2016. A second to the motion was made by Commissioner Cash. The motion carried 3-Yes, 0-No.
4. **Action to accept the resignation of Commissioner Christopher Rait.** – A motion was made by Commissioner Benito to accept the resignation of Commissioner Christopher Rait. A second to the motion was made by Commissioner Harris. The motion carried 3-Yes, 0-No.
5. **Election of Officers** – A motion was made by Commissioner Benito to elect Commissioner Cash as the Vice President. A second to the motion was made by Commissioner Harris. The motion carried 2-Yes, 0-No, 1-Abstention by Commissioner Cash. A motion was made by Commissioner Benito to elect David Harris as Secretary/Treasurer. A second to the motion was made by Commissioner Cash. The motion carried 2-Yes, 0-No, 1-Abstention by Commissioner Harris.
6. **Signature Cards for Frost Bank** – A motion was made by Commissioner Benito to sign new signatures cards for Frost Bank Accounts removing Christopher Rait. A second to the motion was made by Commissioner Cash. The motion carried 3-Yes, 0-No.
7. **Station 124**
 - a. **Presentation by BRW Architects** - A presentation was given by BRW Architects on their experience and services that they offer.
 - b. **Presentation by AIA Association Studio Industrielle, LLC** – A presentation was given by AIA Association Studio Industrielle, LLC on their experience and services they offer.
8. **Presentation on the leasing of fire apparatus by Siddons.** – Siddons gave a presentation on Peirce Fire Apparatus' Leasing Program.



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NOTE: The board entered into closed session at 9:30 PM (21:30) to confer with their attorney on agenda items. The board entered into open session at 10:05 PM (22:05). No action was taken during the closed session.

- 9. Command Staff Report** – Chief Rodriguez presented the Command Staff Report.
- a. Appointment of New Officers** – Lt. Crawford & Capt. Gonzales were presented as newly promoted officers.
 - b. Updates on the following items:**
 - i. Firefighter Appreciation Event** – July 16, 2016 - No Action Taken, Update only
 - ii. Annual Firefighter Awards Banquet** – Deposit Made, No Action Taken, Update Only
 - iii. Station 122 EMS Office Repairs** – Architect Complete, No Action Taken, Update Only
 - iv. ISO Audit** – Consultant visit starting July 13, 2016, No Action Taken, Update Only
 - c. Authorization to purchase by consent-** A motion was made by commissioner Benito to authorize Chief Rodriguez to purchase items 9.c.i – 9.c.iii by consent as presented selecting the quote from Rouge Fitness and pending a Form 1295 is completed by Rouge. A second to the motion was made by Commissioner Harris. The motion carried 3-Yes, 0-No.
 - i. Mobile radios for apparatus without radio and damaged handhelds.**
 - ii. Medical Supplies from Bound Tree**
 - iii. Exercise Equipment for Station 121, 122, & 123.**
 - d. Authorization to enter into maintenance agreement by consent:** - A motion was made by Commissioner Benito to authorize Chief Rodriguez to enter into the maintenance agreements presented in 9.d.1 & 9.d.ii by consent. A second to the motion was made by Commissioner Harris. The motion carried 3-Yes, 0-No.
 - i. FarrWest Environmental for gas monitors.**
 - ii. Cummins Southern Plains for Station 122 & 123 Generators**

10. Discussion, updates and/or action on the following items:

- a. 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.
- b. Accounting Preparation for Audit – Engagement Letter from Martinez, Rasario & Company.** – A motion was made by James Benito to approve the engagement letter from Martinez, Rasario & Company for additional charges. A second to the motion was made by David Harris. The motion carried 3-Yes, 0-No.
- c. Audit FY2015 – Engagement Letters from Armstrong, Vaughan & Associates, P.C.; Schriver, Carmona, Carrera, PLLC.; & Margaret Nixon, CPS.** – A motion was made by James Benito to select Armstrong Vaughan & Associates, P.C. engagement letter to perform



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the FY2015 Audit. A second to the motion was made by David Harris. The motion carried 3-Yes, 0-No.

- d. Authorization to pay monthly bills due.** – A motion was made by Commissioner Benito to authorize payment of monthly bills due. A second to the motion was made by Commissioner Harris. The motion carried 3-Yes, 0-No
 - e. Authorization to purchase iPads for the ESD Commissioners** – A motion was made by Commissioner Benito to purchase Four (4), 32Gb, iPad Pro 9.7" screen with protective cases and Apple Pencils. A second to the motion was made by Commissioner Cash. The motion carried 3 Yes, 0-No.
 - f. Consolidation of Generations, Schertz, & Security Service Bank Accounts into Frost Bank.** – A motion was made by Commissioner Benito to authorize Commissioner Benito and Commissioner Harris to either consolidate bank accounts and/or transfer \$300,000 from Generations to Frost. A second to the motion was made by Commissioner Cash. The motion carried 3-Yes, 0-No.
 - g. County Infrastructure Improvements** – No Action Taken, Discussion Only.
 - h. FY 2017 Budget** – Discussion, Workshop to be scheduled for July 6, 2016 – No Action Taken
 - i. Insurance Policy Renewal & Coverage.** – No Action Taken.
 - j. Employee / Commissioner Reimbursement Policy** –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.
 - k. Advertisement for the Hiring of a Fire Chief** – Update on the Job Description and to posting of the Job Opening for 30 days on the TCFP and TML Websites. No Action Taken.
- 11. Deliberation and/or Action on the appointment, employment, evaluation, duties, reassignment of duties, discipline or dismissal of a public officer or employee, Josh Brown** – A motion was made by Commissioner Harris to have the Attorney draft agreement for full time employment for Josh Brown and agreement will be brought back to the board once completed. A second to the motion was made by Commissioner Cash. The motion carried 3-Yes, 0-No.
- 12. Deliberation and/or Action on the Registration, Use and Ownership of BC2FD, Bexar County 2 Fire Department, Bexar County 2 Fire, Bexar County 2 Fire & Rescue, and other Intellectual Property possessed by Albert Castillo** – No Action Taken, Update Only
- 13. Deliberation and/or Action on grievance filed by former employee Albert Castillo** – Albert Castillo was notified via Certified Mail that he would be given the opportunity to present his grievance at this meeting. Albert Castillo signed for the Certified Mailing. Albert Castillo was not present. A



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motion was made by Commissioner Cash to deny his grievance. A second to the motion was made by Commissioner Benito. The motion carried 3-Yes, 0-No.

- a. **Consultation with Attorney on matters in which the duty of the attorney to the government body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas requires legal advice regarding grievances, filed by Albert Castillo.**

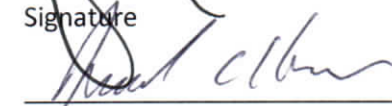
14. Determine date, time and any additional agenda items for the next meeting - July 11, 2016 at 7:00 PM.

15. Adjourn. - A motion was made by Commissioner Benito to adjourn the meeting at 11:21 PM (23:21). A second to the motion was made by Commissioner Harris. The motion carried 3-Yes, 0-No.

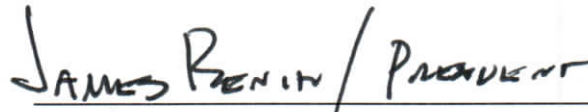
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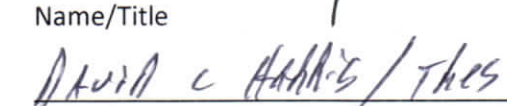
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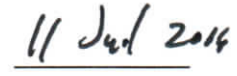
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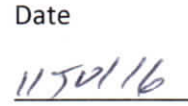
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