



# BEXAR COUNTY EMERGENCY SERVICES DISTRICT No. 2



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## MEETING MINUTES SEPTEMBER 19, 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.** – The meeting was called to order at 7:15 PM (19:15).
- 2. 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 – A quorum was established with Commissioner Benito, Commissioner Cash, and Commissioner Harris present. Commissioner McGinnis was absent.

Note: The Board entered into closed session at 7:15 PM (19:15). The board entered into open session at 8:50 PM (20:50) with no action taken during closed session.

- 3. Citizens Public Forum (Individuals will have 3 minutes to address the Board.)** – James Villarreal was given 3 minutes to speak.
- 4. Review/Approval of the minutes from August 03, 2016, August 8, 2016, August 22, 2016, August 26, 2016, August 29, 2016, September 7, 2016 and public hearing minutes from August 29, 2016 & September 6, 2016.** – A motion was made by Commissioner Benito to approve the minutes from August 3, 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 minutes from August 8, 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 minutes from August 22, 2016. 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 the minutes from August 26, 2016. A second to the motion was made by Commissioner Cash. The motion carried 2-Yes, 0-No, 1-Abstention by Commissioner Cash. A motion was made by Commissioner Benito to approve the minutes from August 29, 2016. A second to the motion was made by Commissioner Cash. The motion carried 2-Yes, 0-No, 1-Abstention by Commissioner Cash. A motion was made by Commissioner Benito to approve the minutes from September 7, 2016. A second to the motion was made by Commissioner Cash. The motion carried 3-Yes, 0-No, 1-Abstention by Commissioner Cash. A motion was made by Commissioner Benito to approve the minutes from the public hearing on August 29, 2016. A second to the motion was made by Commissioner Cash. The motion carried 1-Yes, 0-No, 2-Abstentions by Commissioner Cash and Commissioner Harris. A motion was made by Commissioner Benito to

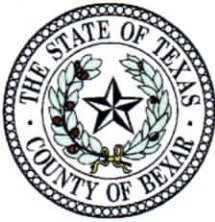


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approve the minutes from the public hearing on September 6, 2016. A second to the motion was made by Commissioner Cash. The motion carried 2-Yes, 0-No, 1-Abstention by Commissioner Cash.

5. **Command Staff Report** – Assistant Chief Trevor Wortes presented the Command Staff Report.
  - a. **Updates and/or action on the following items**
    - i. **Annual Firefighter Awards Banquet** – Update, No action taken.
    - ii. **Station 122 EMS Office Repairs** – Update, No action taken.
    - iii. **Building Inspection of Station 123** – Update, No Action Taken.
    - iv. **ISO Audit** – Update, No action taken.
    - v. **Ladder Truck** – Update, No action taken.
    - vi. **Station 124 – Tree Mitigation Plan** – Update, No Action Taken.
6. **Deliberation and/or Action regarding formal request for insurance coverage ove the claims filed by Al Castillo, Lauren Klonek, and Elizabeth Chaffee.** – No Action Taken.
7. **Update, Deliberations and/or Action regarding pending litigation on the 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.
8. **Deliberation and/or Action on the FY2016/2017 Interlocal Agreement with Emergency Services District 6 Fire & Rescue and Bexar County Emergency Services District No. 2** – No Action Taken.
9. **Discussion and/or Action on pay increase for all hourly employees at an increase rate of \$1.00 per hour.** – A motion was made by Commissioner Benito to give a pay increase for all hourly employees of \$1.00 per hour effective pay date 10/14/2016. A second to the motion was made by Commissioner Harris. The motion carried 3-Yes, 0-No.
10. **Discussion and/or Action on pay increase for Fire Chief and Assistant Fire Chief.** – A motion was made by Commissioner Cash to pay Ralph Rodriguez at a rate of \$80,000 per year effective March 10, 2016. A second to the motion was made by Commissioner Harris. The motion carried 3-Yes, 0-No. A motion was made by Commissioner Cash to set Ralph Rodriguez's pay rate to \$95,000 per year effective pay date 10/14/2016. A second to the motion was made by Commissioner Harris. The motion carried 3-Yes, 0-No. A motion was made by Commissioner Cash to set Trevor Wortes' pay rate to \$83,000 per year effective pay date 10/14/2016. A second to the motion was made by Commissioner Harris. The motion carried 3-Yes, 0-No.



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**11. Discussion and/or Action on a retirement plan change to increase contribution amount and reduce vesting period.** – A motion was made by Commission Benito to increase the contribution rate to 7%, 1 to 1 Match, and reduce the vesting period to 5 years with a 20-year retirement and a rule of 75 years. A second to the motion was made by Commissioner Cash. The motion carried 3-Yes, 0-No.

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

- a. Monthly Financial Report** – A motion was made by Commissioner Benito to accept the monthly financial report. A second to the motion was made by Commissioner Harris. The motion carried 3-Yes, 0-No.
  - i. Cash Reconciliations Review** – A motion was made by Commissioner Benito to accept the Cash Reconciliation Reports. A second to the motion was made by Commissioner Harris. The motion carried 3-Yes, 0-No.
- b. Authorization to pay monthly bills due** – A motion was made by Commissioner Benito to pay the monthly bills due. A second to the motion was made by Commissioner Cash. The motion carried 3-Yes, 0-No.
- c. FY2016-2017 Tax Rate** – A motion was made by Commissioner Cash to set the Effective Tax Rate to \$0.10 for each \$100.00 of taxable value. A second to the motion was made by Commissioner Harris. The motion carried 3-Yes, 0-No.
- d. Vacation Policy** – A motion was made to appoint Commissioner Benito to approve Revision 000 of the Bexar County Emergency Services District No. 2 Vacation/PTO Policy. A second to the motion was made by Commissioner Harris. The motion carried 3-Yes, 0-No.
- e. Purchase and Reimbursement Policy** – A motion was made by Commissioner Benito to approve the Revision 003 of the Bexar County Emergency Services District No. 2 Purchasing and Reimbursement Policy. A second to the motion was made by Commissioner Cash. The motion carried 3-Yes, 0-No.
- f. Investment Policy** – No Action Taken – Draft to be reviewed by the Commissioners.
- g. Budget Amendments FY2015-2016** – A motion was made by Commissioner Benito to accept the proposed budget amendments as presented. A second to the motion was made by Commissioner Cash. The motion carried 3-Yes, 0-No.
- h. ESD2/D2FR Contract** – No Action Taken
- i. Station 124** – Audit submitted to the County prior to September 1, 2016, No Action Taken.
- j. Lease Agreement with Air Force Village (Blue Skies of Texas)** – Letter Sent to Col Ryder, No Action Taken.



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**13. Determine date, time and any additional agenda items for the next meeting** – October 10, 2016.

**14. Adjourn.** – A motion was made by Commissioner Benito to adjourn the meeting at 10:27 PM (20:27). A second to the motion was made by Commissioner Cash. The motion carried 3-Yes, 0-No.

ATTEST:

*[Signature]*  
Signature

*[Signature]*  
Signature

JAMES BENITO PRESIDENT  
Name/Title

DAVID C. KADAMS secretary  
Name/Title

25 OCT 2016  
Date

1 NOV 16  
Date