



BEXAR COUNTY EMERGENCY SERVICES DISTRICT No. 2



MEETING MINUTES OCTOBER 23, 2017

Bexar County Emergency Services District No. 2 conducted a meeting in the Bexar County Emergency Services District No. 2 Meeting Room located at 7045 Old Talley Road, San Antonio, Texas 78253, to discuss the following:

1. **Call the Bexar County Emergency Services District No. 2 Meeting to order and establish a quorum.**
 - The meeting was called to order by Commissioner Benito at 7:56 PM (19:56). A quorum was established with Commissioner Benito, Commissioner Cash and Commissioner Harris present. Commissioner McGinnis was absent.
2. **Citizen Public Forum. (Individuals will have 3 minutes to address the Board.)** – No Public Speakers.
3. **Command Staff Report** – The Command Staff Report was given by Chief Rodriguez.
 - a. **Deliberation, updates and/or action regarding the following items presented by Command Staff:**
 - i. **Building/Foundation Issues at Station 123** – A-1 Engineering to make contact with the ESD's Attorney. Attorney to review building documentation for warranties. No Action Taken.
 - ii. **Purchase of Battalion Chief Vehicle** – Discussion on delivery to be approximately Jan/Feb 2018, No Action Taken.
 - iii. **Staffing/Temporary Fire Station in the Alamo Ranch area** – No Action Taken.
 - iv. **Purchase of two Ambulances** – A motion was made by Commissioner Benito to approve the purchase of 2 Ambulances from Professional Ambulance through the BuyBoard Cooperative at an amount of \$553,029.60. A second to the motion was made by Commissioner Harris. The motion carried 3-Yes, 0-No.
4. **Review/Approval of the meeting minutes from September 29, 2017.** – A motion was made by Commissioner Cash to approve the meeting minutes from September 29, 2017. A second to the motion was made by Commissioner Harris. The motion carried 3-Yes, 0-No.
5. **Deliberation, updates and/or action regarding the following Policies and Procedures:**
 - a. **Purchasing Card Policy** – A motion was made by Commissioner Benito to approve Rev 000 of the Purchase Card Policy with grammar changes presented by Commissioner Harris and approval from the ESD's Attorney. A second to the motion was made by Commissioner Harris. The motion carried 3-Yes, 0-No.
 - b. **Purchasing and Reimbursement Policy** – A motion was made to by Commissioner Benito to approve Rev 004 of the Purchasing and Reimbursement Policy. A second to the motion was made by Commissioner Cash. The motion carried 3-Yes, 0-No.
 - c. **Commissioners Duties, Responsibilities, & Compensation** – General Manager to type up a policy of duties for Commissioners during emergency events and present a future meeting.
 - d. **Payroll Policy** – A motion was made by Commissioner Benito to approve Rev 001 of the Payroll Policy. A second to the motion was made by Commissioner Harris. The motion carried 3-Yes, 0-No.



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6. Deliberation, updates and/or action regarding the following items:

- a. Financial Reports
- b. Cash Reconciliations & Investment Reports
- c. Authorization to pay/ratify monthly bills due/paid

A motion was made by Commissioner Benito to approve items 6a – 6c. A second to the motion was made by David Harris. The motion carried 3-Yes, 0-No.

7. Deliberation, updates and/or action regarding Retirement Match Rate with TCDRS. – Discussion on Retirement Changes, Attorney recommended to consider for retention of employees. Item deferred to November 2017 meeting with No Action Taken.

8. Deliberation, updates and/or action regarding the transfer of \$800,000 from Bexar County ESD No. to District 2 Fire & Rescue. – A motion was made by Commissioner Benito to transfer \$800,000 to District 2 Fire & Rescue. A second to the motion was made by Commissioner Cash. The motion carried 3-Yes, 0-No.

9. Deliberation, updates and/or action regarding a Tuition Assistance and Educational Incentive Pay Program. – Discussion from Board. Training Division and Command Staff to look total cost of program utilizing the Fire Science and Peace Officer Tuition Exemption Programs. No Action Taken.

10. Deliberation, updates and/or action regarding Frost Bank’s Purchasing Card (Credit Card) Program. – A motion was made by Commissioner Benito to use Frost Business Reward Credit Card Program for the District’s Purchase Card. A second to the motion was made by Commissioner Harris. The motion carried 3-Yes, 0-No.

11. Deliberation, updates and/or action regarding:

- a. **Klonek v. Bexar County Emergency Services District No. 2 – Civil Action No. 5:16-cv-00621-FB.** – No Action Taken.

12. Determine date, possible recurring date, time and any additional agenda items for the next meeting. – Nov 29, 2017.

13. Adjourn. – A motion was made by Commissioner Benito to adjourn the meeting at 9:28 PM (21:30). A second to the motion was made by Commissioner Cash. The motion carried 3-Yes, 0-No.

ATTEST

Signature

Name/Title

29 NOV 17

Date

Signature

Name/Title

29 NOV 17

Date