



# BEXAR COUNTY EMERGENCY SERVICES DISTRICT No. 2



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## MEETING MINUTES NOVEMBER 29, 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:

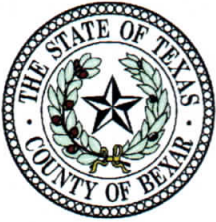
1. **Call the Bexar County Emergency Services District No. 2 Meeting to order and establish a quorum.**  
– The meeting was called to order by Commissioner Benito at 7:44 PM (19:44). A quorum was established with Commissioner Benito, Commissioner Cash, and Commissioner Harris present. Commissioner McGinnis was absent.
2. **Citizen Public Forum. (Individuals will have 3 minutes to address the Board.)**- No Public Speakers
3. **Deliberation, updates and/or action regarding the Mission Statement** – Discussion on revising the mission statement in January 2018 meeting. No Action Taken.
4. **Command Staff Report**
  - a. **Deliberation, updates and/or action regarding the following items presented by Command Staff:**
    - i. **Building/Foundation Issues at Station 123** – Leak detection to be performed at Station 123, approved under authority of the Fire Chief. A motion was made by Commissioner Benito to authorize the District's legal council to proceed with legal action against previous Architect and Contractor of Station 123 should it be necessary to resolve building and foundation issues. A second to the motion was made by Commissioner Cash. The motion carried 3-Yes, 0-No.
    - ii. **Purchase of a Command Vehicle** – BC Response Vehicle to be complete around February 2018.
    - iii. **Purchase of Ambulances** – Ambulances to be completed Spring 2018.
    - iv. **Purchase of Foam** – A motion was made by Commissioner Cash to give the Fire Chief authority to purchase foam at any time to maintain a proper stock level determined by the Fire Chief for firefighting capabilities. A second to the motion was made by Commissioner Benito. The motion carried 3-Yes, 0-No.
    - v. **Staffing/Temporary Fire Station in the Alamo Ranch area.** – Beginning to see a significant reduction in response time due to Staging in the Alamo Ranch area. No Further Action Taken.
    - vi. **Annual T-Shirt & Work Out Clothing Purchase** – A motion was made by Commissioner Benito continue the use of KelLac as the preferred vendor and purchase department t-shirts and workout clothing as part of the Uniform Allowance Program. A second to the motion was made by David Harris. The motion carried 3-Yes, 0-No.
    - vii. **Billing Services for EMS Transport** – A motion was made by Commissioner Benito to accept the proposal of Emergicon for Billing Services for EMS Transport, pending a review of the contract from the District's legal council. A second to the motion was made by Commissioner Cash. The motion carried 3-Yes, 0-No.



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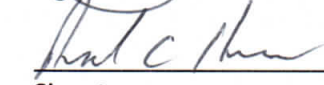
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- viii. **2017 Annual Firefighter Awards Banquet** – A motion was made by Commissioner Cash to approved the cost of the Annual Awards Banquet not to exceed \$12,000. A second to the motion was made by David Harris. The motion carried 3-Yes, 0-No.
5. **Review/Approval of the meeting minutes from October 23, 2017.** – A motion was made by Commissioner Cash to approve the meeting minutes from October 23, 2017. A second to the motion was made by Commissioner Harris. The motion carried 3-Yes, 0-No.
6. **Deliberation, updates and/or action regarding the following Policies and Procedures:**
- Purchasing Card Policy and Purchase Card Program** – A motion was made Commissioner Cash to approve Rev 001 of the Purchase Card Policy. A second to the motion was made by Commissioner Harris. The motion carried 3-Yes, 0-No.
  - Critical Vendor List** – A motion was made by Commissioner Harris to approve Rev 004 of the Critical Vendor List. A second to the motion was made by Commissioner Benito. The motion carried 3-Yes, 0-No.
  - Purchasing and Reimbursement Policy** – No Action Taken.
  - Commissioners Duties, Responsibilities, Compensation, & Emergency Action Plan** – A motion was made by Commissioner Benito to approve the Rev 000 for the Emergency Action Policy. A second to the motion was made by Commissioner Cash. The motion carried 3-Yes, 0-No.
7. **Deliberation, updates and/or action regarding the following items:**
- Financial Reports**
  - Cash Reconciliations & Investment Reports**
  - Authorization to pay/ratify monthly bills due/paid**
- A motion was made by Commissioner Benito to approve Item 7a-7c as presented. A second to the motion was made by Commissioner Cash. The motion carried 3-Yes, 0-No.
8. **Deliberation, updates and/or action regarding Retirement Match Rate with TCDRS.** – A motion was made by Commissioner Harris to approve an increase in the retirement match from 100% to 200%. A second to the motion was made Commissioner Harris. A second to the motion was made by Commissioner Cash. The motion carried 3-Yes, 0-No.
9. **Deliberation, updates and/or action regarding Armstrong, Vaughan & Associates Audit Engagement Letter for the FY2016-2017 Annual Audit.** – A motion was made by Commissioner Benito to approve the Engagement Letter from Armstrong, Vaughan & Associates to perform the FY2016-2017 annual audit. A second to the motion was made by Commissioner Cash. The motion carried 3-Yes, 0-No.
10. **Deliberation, updates and/or action regarding Payroll Processing Services.** – A motion was made by Commissioner Benito to accept the proposal from PayChex to preform the Payroll Processing Services for the District. A second to the motion was made by Commissioner Cash. The motion carried 3-Yes, 0-No.
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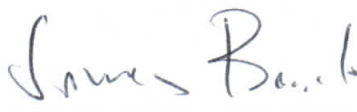
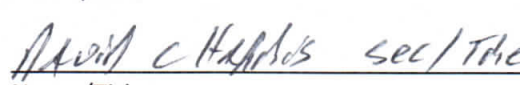



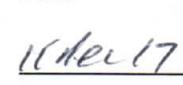
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- 11. **Deliberation, updates and/or action regarding a Tuition Assistance and Educational Incentive Pay Program.** – Continue discussion in the next meeting. No Action Taken.
- 12. **Deliberation, updates and/or action on the hiring, appointment, employment, vacation, evaluation, duties, reassignment of duties of public officers, members, or employees.** – The Board entered into closed session at 10:07 PM (20:07) under 551.071 to consult with the attorney. The Board entered into open session at 10:40 PM (20:40) with no action taken during closed session. A motion was made by Commissioner Benito to open the position of Assistant Fire Chief to fill at a rate of \$85,000 per year. 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 promote the Battalion Chief of Fire Prevention and Safety or fill the position of Division Chief of Fire Prevention and Safety at a rate of \$72,500. A second to the motion was made by Commissioner Cash. The motion carried 3-Yes, 0-No.
- 13. **Deliberation, updates and/or action regarding the Certified Tax Roll Report from the Tax Assessor-Collector of Bexar County.** – A motion was made by Commissioner Cash to approve the 2017 Certified Tax Roll Report from the Bexar County Tax Assessor-Collector. A second to the motion was made by Commissioner Harris. The motion carried 3-Yes, 0-No.
- 14. **Deliberation, updates and/or action regarding on the District’s Strategic Plan and 10 Year Forecast.** – Discussion on the District’s Strategic Plan and 10 Year Forecast. No Action Taken.
- 15. **Determine date, possible recurring date, time and any additional agenda items for the next meeting.** – December 11, 2017. Add end of year review and accomplishments, 2018 Banquet, Annual Newspaper Posting.
- 16. **Adjourn.** – A motion was made by Commissioner Cash to adjourn the meeting at 10:46 PM (20:46). A second to the motion was made by Commissioner Benito. The motion carried 3-Yes, 0-No.

ATTEST:  
  
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