



BEXAR COUNTY EMERGENCY SERVICES DISTRICT No. 2



MEETING MINUTES JANUARY 18, 2019

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 at 7:05 PM (19:05) by Commissioner Harris. A quorum was established with Commissioner Harris, Commissioner Cash, Commissioner Rait, and Justen Noakes present. Commissioner McGinnis was absent.
2. **Introduction of a new Commissioner and execution of Oath of Office and Statement of Officer.** – The Oath of Office was executed for Justen Noakes. The Oath of Office and Statement of Officer were signed by Justen Noakes and a notary.
3. **Swearing in Ceremony of a new Commissioner.** – Justen Noakes was sworn into office as a Bexar County Emergency Services District No. 2 Commissioner.
4. **Citizen Public Forum. (Individuals will have 3 minutes to address the Board.)** – No public speakers present.
5. **Deliberation, updates and/or action regarding the election of officers of the board.** – No Action Taken.
6. **Deliberation, updates and/or action regarding the authorized signatory status of all Bexar County Emergency Services District No. 2's financial institution accounts.** - A motion was made by Commissioner Harris to give Commissioner Noakes signatory authority on all Bexar County Emergency Services District No. 2's financial accounts. A second to the motion was made by Commissioner Rait. The motion carried with 3-Aye, 0-Ney and 1-Abstension from Commissioner Noakes.
7. **Command Staff Report**
 - a. **Deliberation, updates and/or action regarding the following items presented by Command Staff:**
 - i. **Building/Foundation Issues at Station 123** – No Action Taken.
 - ii. **Remodel and Repairs to Station 121** – The board request three proposals to be obtained by Administration. No Action Taken.
 - iii. **Purchase of Mobile Radios for Apparatus** – A motion was made by Commissioner Rait to accept the proposal from Motorola and authorize the purchase of mobile radios as presented in the proposal. A second to the motion was made by Commissioner Harris. The motion carried with 4-Aye and 0-Ney.
 - iv. **Repair/Replacement of SQ161** – A motion was made by Commissioner Rait to authorize up to \$50,000 to replace the chassis of SQ161 using a cooperative purchasing group. A



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second to the motion was made by Commissioner Harris. The motion carried with 4-Aye and 0-Ney.

- v. **Purchase of Public Relations and Public Safety Materials** – A motion was made by Commissioner Noakes to accept the proposal from Alert-All and authorize the purchase of materials as presented in the proposal. A second to the motion was made by Commissioner Rait. The motion carried with 4-Aye and 0-Ney.
- vi. **Purchase of PPE, Bunker Gear & TechGen Gear** – A motion was made by Commissioner Rait to accept the proposal from Dooley Tackaberry and authorize the purchase of PPE as presented in the proposal. The motion carried with 4-Aye and 0-Ney.
- vii. **Purchase of Wildland Fire Shelters** – A motion was made by Commissioner Rait to accept the proposal from Cascade Fire Equipment Company and authorize the purchase of 30 Wildland Fire Shelters (20 Large/10 Reg) and 4 practice shelters (2 Large/2 Reg). A second to the motion was made by Commissioner Cash. The motion carried with 4-Aye and 0-Ney.
- viii. **Purchase of HandTevy EMS Software** – A motion was made by Commissioner Noakes to accept the proposal and sole source letter from HandTevy and to authorize the purchase of the software and annual subscription. A second to the motion was made by Commissioner Rait. The motion carried with 4-Aye and 0-Ney.
- ix. **Purchase of Forcible Entry Training Prop** – A motion was made by Commissioner Cash to accept the proposal from Lonestar Tactical Buildings / Firehouse Rods & Customs and to authorize the purchase of a Forcible Entry Door Prop for the Training Division. A second to the motion was made by Commissioner Noakes. The motion carried 4-Aye and 0-Ney.
- x. **Purchase of EMS Equipment for Ambulances** – A motion was made by Commissioner Noakes to accept TeleFlex's proposal and authorize purchase of Video Laryngoscopes and Blades as presented in the proposal. A second to the motion was made by Commissioner Rait. The motion carried with 4-Aye and 0-Ney. A motion was made by Commissioner Noakes to accept Bound Tree's proposal and authorize the purchase of 9 (nine) Kendrick Extraction Devices, 9 (nine) scoop stretchers and 18 (eighteen) backboards. A second to the motion was made by Commissioner Rait. The motion carried 4-Aye and 0-Ney.
- xi. **Medical Supply Stock List** – A motion was made by Commissioner Cash to adopt revision 3 of the Medical Supply Stock List. A second to the motion was made by Commissioner Noakes. The motion carried 4-Aye and 0-Ney.
- xii. **Fuel Man Fleet Card Account** – A motion was made by Commissioner Cash to use Fuel Man Fleet Cards as an additional fuel source. A second to the motion was made by Commissioner Noakes. The motion carried with 4-Aye and 0-Ney.

8. **Deliberation, updates and/or action regarding the meeting minutes from December 21, 2018.** – A motion was made by Commissioner Cash to approve the meeting minutes from December 21, 2018. A second to the motion was made by Commissioner Harris. The motion carried with 3-Aye, 0-Ney and 1-Abstention from Commissioner Noakes.

9. **Deliberation, updates and/or action regarding the following financial items:**

- a. **Financial Reports**
- b. **Cash Reconciliations**
- c. **Investment Reports**



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d. Authorization to pay/ratify monthly bills due/paid

A motion was made by Commissioner Harris to approve items 9.a-9.d. A second to the motion was made by Commissioner Rait. The motion carried with 4-Aye and 0-Ney.

e. FY2017-2018 Audit – Audit Started, No Action Taken.

f. Critical Vendor List – A motion was made by Commissioner Rait to adopt revision 5 of the Critical Vendor List and add FuelMan to the list. A second to the motion was made by Commissioner Harris. The motion carried with 4-Aye and 0-Ney.

10. Deliberation, updates and/or action regarding Longbow Partners proposal for legislative and governmental relations consulting services. – A motion was made by Commissioner Harris to accept the proposal from Longbow Partners. A second to the motion was made by Commissioner Cash. The motion carried with 4-Aye and 0-Ney.

11. Deliberation, updates and/or action regarding purchase of Apple iPads for Board Members and Command Staff. – A motion was made by Commissioner Rait to purchase iPad Pro (LTE) 256 GB with Case and Pencil for the Commissioners and Command Staff. A second to the motion was made by Commissioner Noakes. The motion carried 4-Aye and 0-Ney.

12. Deliberation, updates and/or action regarding the disposition of unused and/or damaged equipment.

a. Used Washing Machine at Station 122 – A motion was made by Commissioner Cash to donate the old PPE Washer from Station 122 to District 5 Fire and Rescue (a 501(c)3 Volunteer Fire Department). A second to the motion was made by Commissioner Harris. The motion carried with 4-Aye and 0-Ney.

13. Deliberation, updated and/or action regarding an Alternate Work Schedule Policy. – A motion was made by Commissioner Rait to adopt the Alternate Work Schedule Policy. A second to the motion was made by Commissioner Harris. The motion carried with 4-Aye and 0-Ney.

14. Deliberation, updates and/or action regarding the Payroll Policy. – A motion was made by Commissioner Rait to adopt the revision 3 of the Payroll Policy. A second to the motion was made by Commissioner Harris. The motion carried with 4-Aye and 0-Ney.

15. Deliberation, updates and/or action regarding policies and goals for higher levels of education. – A motion was made by Commissioner Harris to adopt revision 2 of the Tuition Assistance Policy. A second to the motion was made by Commissioner Noakes. The motion carried with 4-Aye and 0-Ney. A motion was made by Commissioner Harris to accept Chief Rodriguez's Bulletin on College Education. A second to the motion was made by Commissioner Cash. The motion carried with 4-Aye and 0-Ney.

16. Deliberation, updates and/or action regarding the hiring, appointment, employment, vacation, evaluation, duties, pay rates, reassignment of duties of public officers, members, or employees. – The meeting entered into closed session at 9:09 PM (21:09) to confer with the attorney under Statute 551.071 and to discuss personnel issues under Statute 551.074. The meeting entered into open session at 9:47 PM (21:47) with no action taken in closed session. Commissioner Cash left the meeting at 9:30



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PM (21:30). A motion was made by Commissioner Harris to proceed as discussed with the attorney on personnel issues. A second to the motion was made by Commissioner Rait. The motion carried with 3-Aye and 0-Ney. A motion was made by Commissioner Harris to adopt the Paramedic Retention and Recruitment Bonus Agreement with the suggested changes from the attorney. A second to the motion was made by Commissioner Rait. The motion carried with 3-Aye and 0-Ney.

17. Determine date, possible recurring date, time and any additional agenda items for the next meeting. – Tentatively Feb. 19, 2019 at 7:00 PM.

18. Adjourn. – A motion was made by Commissioner Rait to adjourn the meeting at 9:52 PM (21:52). A second to the motion was made by Commissioner Harris. The motion carried with 3-Aye and 0-Ney.

ATTEST:



Signature



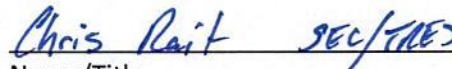
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Date



Signature



Name/Title



Date