

BEXAR COUNTY EMERGENCY SERVICES DISTRICT No. 2

HONOR | INTEGRITY | COURAGE



MEETING MINUTES FEBRUARY 28, 2023

Bexar County Emergency Services District No. 2 conducted a meeting in the Bexar County Emergency Services District No. 2 Meeting Room located at 14515 Omicron Drive, San Antonio, TX 78245, 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 7:07 PM (1907) by Commissioner Cash. A quorum was established with Commissioner Cash, Commissioner Noakes, Commissioner Rait, and Commissioner Fite present. Commissioner Harris was absent.*
2. **Citizen's Public Comment (Speakers will be limited to three (3) minutes to address the Board. The Board will not comment or engage in discussion).** – *There were no requests for Citizen's Public Comment.*
3. **Deliberation, update, and action regarding Monthly Command Staff Report to include:**
 - a. **Purchase of the following equipment and services:**
 - i. **Bunker Gear** – *Commissioner Rait left the meeting at 7:20 PM (1920) and returned at 7:26 PM (1926). A quorum remained in his absence. The Board did not act on item 3.a.i.*
 - ii. **Chaplain Services** – *Commissioner Fite motioned to add a part-time salary based on an hourly rate or contract labor position at a flat monthly rate of \$100 per week. A second to the motion was made by Commissioner Rait. The motion carried with 4-Aye and 0-Ney.*
 - iii. **Blue Card Incident Command** – *Commissioner Fite motioned to approve the implementation of the Blue Card Incident Command Training for all officers and to become a Blue Card training center. A second to the motion was made by Commissioner Cash. The motion carried with 4-Aye and 0-Ney.*
4. **Deliberation, update, and action regarding the meeting minutes from January 26, 2023, and February 07, 2023.** – *Commissioner Rait motioned to approve the meeting minutes from January 26, 2023, and February 7, 2023, as presented. A second to the motion was made by Commissioner Noakes. The motion carried with 4-Aye and 0-Ney.*
5. **Deliberation, update, and action regarding the following financial items:**
 - a. **Financial Reports**
 - b. **Cash Reconciliations**
 - c. **Investment Reports**
Commissioner Rait motioned to approve items 5.a. – 5.c. as presented. A second to the motion was made by Commissioner Fite. The motion carried with 4-Aye and 0-Ney.
 - d. **Treasury Bill Investment** – *A motion was made by Commissioner Noakes to reinvest \$20MM in loan funds into a 90-day treasury bill with Frost Bank and to authorize Commissioner Harris to execute the documentation. A second to the motion was made by Commissioner Rait. The motion carried with 4-Aye and 0-Ney.*
 - e. **Purchasing and Reimbursement Policy** – *Commissioner Noakes motioned to approve the revisions to the purchasing policy as presented to the Board and to have documents signed via*

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online using a software similar to Panda or DocuSign to ensure signature security. A second to the motion was made by Commissioner Cash. The motion carried with 4-Aye and 0-Ney.

- f. **Authorization to Pay/Ratify Monthly Bills Due/Paid** – Commissioner Noakes motioned to pay/ratify the monthly bills due/paid as presented. A second to the motion was made by Commissioner Cash. The motion carried with 4-Aye and 0-Ney.

6. Deliberation, update, and action regarding the following on District properties:

- a. **Property Acquisition & Easements** – Commissioner Noakes motioned to purchase the property adjacent to the north of Station 121 property located on the corner of Talley Road and Tillman Ridge at a cost of \$10 per square foot and a 120 feasibility study with a \$2,500 earnest money contract pending the results of a Phase I Study on the property. A second to the motion was made by Commissioner Cash. The motion carried with 4-Aye and 0-Ney.

- i. **Resolution of authorization and empowerment for document execution.** – Commissioner Cash motioned to waive the reading and adopt Resolution 20230228-001 authorizing the General Manager and Fire Chief to execute land and construction contracts. A second to the motion was made by Commissioner Noakes. The motion carried with 4-Aye and 0-Ney.

- b. **Architectural Services** – The Board did not act on item 6.b.

- c. **Construction** – Commissioner Rait motioned to move forward on the Request for Qualifications and Request for Proposal for the construction of Fire Station 123 with the qualifications due at 2:00 PM (1400) on April 13, 2023, with them to be opened by the Board and announced at the 7:00 PM (1900) meeting scheduled for April 13, 2023; and with proposals due at 2:00 PM (1400) on May 18, 2023, with them to be opened by the Board, announced, and a contractor selected at the 7:00 PM (1900) meeting scheduled for May 18, 2023. A second to the motion was made by Commissioner Cash. The motion carried with 4-Aye and 0-Ney.

- d. **Financing** – The Board did not act on item 6.d. Commissioner Cash left the meeting at 8:59 PM (20:59).

7. Deliberation, update, and action regarding the following governmental affairs items:

- a. **2023 Legislative Mission and Agenda**
b. **Upcoming Bills/Laws affecting Emergency Services Districts**

Discussion on 2023 Legislature and upcoming bills occurred. The Board did not act on item 7.

8. **Deliberation, update, and/or action regarding the hiring, appointment, employment, vacation, evaluation, duties, pay rates, compensation, benefits, retirement, and/or reassignment of duties of public officers, commissioners, members, or employees.** – Discussion on a mechanic occurred. A meeting will be scheduled for March 9, 2023 at 7:00 PM (1900). The Board did not act on item 8.

9. **Determine the next meeting's date, time, and agenda items.** – A special meeting will be scheduled for March 9, 2023, and the next monthly meeting will be scheduled for March 28, 2023 at 7:00 PM (1900).



10. **Adjourn.** – Commissioner Noakes motioned to adjourn the meeting at 9:46 PM (2146). A second to the motion was made by Commissioner Rait. The motion carried with 4-Aye and 0-Ney.

ATTEST:

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 _____ Signature	<i>Richard Cash / Vice President</i> _____ Name/Title	<i>3/28/2023</i> _____ Date
 _____ Signature	<i>Justin R. Neaker / Secretary</i> _____ Name/Title	<i>03-28-2023</i> _____ Date