

BEXAR COUNTY EMERGENCY SERVICES DISTRICT No. 2

HONOR | INTEGRITY | COURAGE



MEETING MINUTES JANUARY 23, 2024

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.**
– Commissioner Cash called the meeting to order at 7:37 PM (19:37). A quorum was established with Commissioner Cash, Commissioner Rait, and Commissioner Fite present. Commissioner Noakes and Commissioner Harris were 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 pending and completed projects in Monday application.** – No action was taken on Item 3.
4. **Deliberation, update, and action regarding the January 23, 2024, and February 7, 2024, meeting minutes.** – Commissioner Rait motioned to approve the January 23, 2024, and February 7, 2024, meeting minutes as presented. Commissioner Cash made a second to the motion. The motion carried with 3-Aye and 0-Ney.
5. **Deliberation, update, and action regarding the monthly Command Staff Report to include:**
 - a. **Blue Card Training** – Commissioner Fite motioned to approve all members to attend Blue Card Training moving forward. Commissioner Cash made a second to the motion. The motion carried with 3-Aye and 0-Ney.
 - b. **Disposition of Life Pak Equipment** – Commissioner Cash motioned to approve the disposal and auction of the excess equipment presented as needed for the best results to the department, with the equipment to have a reasonable value of \$1.00 per item or greater. Commissioner Rait made a second to the motion. The motion carried with 3-Aye and 0-Ney.
 - c. **GE Vscan Image Software** – This item was tabled for the next meeting.
 - d. **VoIP Phone Services** – Commissioner Rait motioned to approve the proposal from Hi-Tex Solutions for new VoIP phones and phone services. Commissioner Cash made a second to the motion. The motion carried with 3-Aye and 0-Ney.
 - e. **Security Cameras** – Commissioner Cash motioned to approve the Savvik Buying Group Cooperative proposal from Hi-Tex Solutions for security cameras at all the ESD2 fire stations. Commissioner Fite made a second to the motion. The motion carried with 3-Aye and 0-Ney.
6. **Deliberation, update, and action regarding the following financial items:**
 - a. **Financial Reports**
 - b. **Cash Reconciliations**
 - c. **Investment Reports**
 - d. **Investment Policy**

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- e. **Investment Strategy**
- f. **Credit Card Monthly Purchase Limit**
- g. **Authorization to Pay/Ratify Monthly Bills Due/Paid**

Commissioner Cash motioned to approve Items 6.a. – 6.g. as presented and to increase the credit card credit limit to \$150,000 per month, including a change in the policy to allow for tips on the department card when socially acceptable at a rate of no more than 20%. The tip cannot be given to a vendor owner or employee that is related to a District member or employee as described in Texas nepotism laws. Commissioner Rait made a second to the motion. The motion carried with 3-Aye and 0-Ney.

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

- a. **Property Acquisition & Easements** – *No Action was taken on Item 7.a.*
- b. **Architectural & Engineering Services** – *No Action was taken on Item 7.b.*
- c. **Construction**
 - i. **Purchase of a propane tank for Station 121** – *Commissioner Rait motioned to approve the proposal from Longhorn Propane for the purchase and installation of a propane tank at Station 121 as part of the customer-supplied equipment for the construction of the fire station at a cost of \$18,468.00. Commissioner Cash made a second to the motion. The motion carried with 3-Aye and 0-Ney.*
- d. **Financing** – *No Action was taken on Item 7.d.*

8. Deliberation, update, and action regarding the Bexar County Emergency Services Districts Association. – *No action was taken on Item 8.*

9. Deliberation, update, and action regarding the hiring, appointment, employment, vacation, evaluation, duties, pay rates, compensation, benefits, retirement, resignation, reassignment of duties, and department policies of public officers, commissioners, members, or employees to include but not limited to:

- a. **Compensation Study**
- b. **Executive Staff Performance Reviews**

No action was taken on Item 9.

10. Determine the next meeting's date, time, and agenda items. – *The next meeting was scheduled for March 26, 2024, at 7:00 PM.*

11. Adjourn. – *Commissioner Rait motioned to adjourn the meeting at 8:32 PM (20:32). Commissioner Fite made a second to the motion. The motion carried with 3-Aye and 0-Ney.*

ATTEST:



Signature

PRESIDENT

Name/Title

3/26/24

Date

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Signature

Chris Rait/Treasurer

Name/Title

3/26/24

Date