

**Bexar County**  
**Emergency Services District No. 11**  
**Meeting Minutes**  
**May 17, 2018**  
**6:00 P.M.**

**Bexar County Emergency Services District No. 11 conducted a meeting at the Bexar County Emergency Services District No. 1 Office located at 8275 FM 78, Suite 2, Converse, Texas 78109 on May 17, 2018 at 6:00 P.M. The following was discussed;**

1. Commissioner True called the Bexar County Emergency Services District No. 11 Meeting to Order at 6:00 P.M. and established a quorum with Commissioners' Williams, Brown and Schleicher present.
  - a. The Pledge of Allegiance was recited.
2. Approval of the minutes from the April 12, 2018 meeting. Commissioner Williams made a motion to approve the minutes. Commissioner Schleicher seconded the motion. Motion carried by a 4/0 vote.
3. Chief's Report.
  - a. Run Report. The Assistant Chief gave the Board a copy of the Run Report and reviewed it with them. He noted that the ESD area has an average of 58.74 percent of the total calls.
  - b. Upcoming events. The A.C. noted that it was being expected that the 4<sup>th</sup> of July holiday would be quite busy with the dry season in full swing.
4. Update on activities, discussion and appropriate action as required on the development of the Emergency Services District No. 11 Fire & Safety facility project. Mr. Gabe Perez took over the presentation at this time.
  - a. Discussion and updates on the status of the ESD No. 11 Fire & Safety facility. Mr. Perez gave the Board an update of where the construction on the new facility was currently at.
  - b. Discussion and appropriate action on a resolution authorizing ESD No. 11 to enter into an Interlocal Agreement with HGACBuy, (a cooperative government purchasing program operated by the Houston-Galveston Area Council), submit the necessary applications and agreements, and authorizing the Board President to execute all necessary documents as required to join. Commissioner Brown made a motion to approve a resolution as necessary to enter into an Interlocal Agreement with the Buy Board. Commissioner Williams seconded the motion, Motion carried by a 4/0 vote.
  - c. Discussion and appropriate action on the following Project Change Orders:
    1. **Change Order No. 3** in the amount of \$ 12,300 for loading, hauling and disposing of excess excavated soil from the site.
    2. **Change Order No. 4** in the amount of \$ 8,083.87 for adding LED edge lighting for the apparatus bay exit doors.

3. **Change Order No. 5** in the amount of \$ 2,010.95 to provide for an E.F.I.S. (External Finishing Insulation System) in lieu of a conventional plaster system for the exterior skin of the facility.
4. **Change Order No. 6** in the amount of \$ 21,139.70 for on-site underground electric lines from the CPS Energy termination point to the facility power panel.

There was discussion on the 4 change orders where Mr. Perez explained each one and why it was necessary to approve the orders. Commissioner Schleicher made a motion to approve the 4 change orders. Commissioner Williams seconded the motion. Motion carried by a 4/0 vote.

- d. Discussion and appropriate action regarding Pay Application No.6 for the construction contract with The Sabinal Group. See item f.
  - e. Discussion and appropriate action regarding Invoice No. 4 from SJPA for professional architectural design, construction administration and solar project support services. See item f.
  - f. Discussion and appropriate action regarding payment to Perez Project Consulting Inc. for Project Management Services. After discussion on the three requested payments related to the construction of the fire facility, Commissioner Brown made a motion to approve items d.e.and f. Commissioner Williams seconded the motion. Motion carried by a 4/0 vote.
  - g. Discussion and appropriate action on the purchase of fire apparatus to be stationed at the new ESD 11 Fire Station. Commissioner Brown made a motion to begin the process to purchase the needed fire apparatus for the new facility. Commissioner Williams seconded the motion. Motion carried by a 4/0 vote. The estimated cost for the vehicles will be \$ 650,000.
  - h. Authorize the Project Manager to speak with Government Capital Corp. for additional funding to cover the costs of new fire apparatus and other necessary furnishings for the new fire station. Commissioner Brown made a motion to authorize the Project Manager to speak with GCC for additional funding. Commissioner Williams seconded the motion. Motion carried by a 4/0 vote.
  - i. Discussion and appropriate action on purchasing appliances and other necessary furnishings as needed for the station. Since the appliances will be needed for the new facility, Commissioner Brown made a motion to approve the purchase as necessary. Commissioner Williams seconded the motion. Motion carried by a 4/0 vote.
5. Update by Commissioners' Brown and True on any contract extension negotiations with the City of Kirby to have them continue to provide fire suppression and first responder services to the District. Mr. True informed the Board that the City of Kirby was asking for \$ 645,000 to place vehicles at the station and \$ 575,000 to station 4 firefighters 24/7 for the 1<sup>st</sup> year of the contract extension. No further action taken on this item.
  6. Financial Reports.
    - a. Review of the Financial Reports of the District. The Board reviewed the financial reports and were pleased that the revenues collected were much better this year for the same period last year.

- b. Authorization to pay the bills through May 31, 2018. Commissioner Brown made a motion to approve payment of the bills. Commissioner Williams seconded the motion. Motion carried by a 4/0 vote.
  - c. Approval to transfer \$ 500,000.00 from the Frost Bank Account to the Schertz Bank Operations Account. Commissioner Williams made a motion to approve the transfer of the funds. Commissioner Schleicher seconded the motion. Motion carried by a 4/0 vote.
  - d. Discussion and approval to accept the FY 2017 Audit Report for the District. Ms. Nixon, the District's CPA, discussed the FY 2017 Annual Audit with the Board. She stated that she is still waiting on a confirmation letter from our attorney, Mr. Carlton, to place in her records. The Board asked several questions which were answered satisfactory.
    - 1. Authorization for the District's Administrator to submit the Audit Report to the Bexar County Auditor's office prior to June 1, 2018. Commissioner Brown made a motion to accept the Annual Audit for the District and authorize the Administrator to submit it to the Bexar County Auditor's Office. Commissioner Williams seconded the motion. Motion carried by a 4/0 vote.
  - e. Approval to make the first annual payment in the amount of \$ 221,503.96 to Government Capital Corporation for the promissory note and security agreement No. 7721. Commissioner Schleicher made a motion to approve the payment to GCC. Commissioner Brown seconded the motion. Motion carried by a 4/0 vote.
- 7 Determine date, time and other possible agenda items for the next meeting. There weren't any items to add to the next agenda at this time. The next meeting will be held on June 14, 2018.
8. Adjourn. With no further business before the Board, Commissioner Brown made a motion to adjourn. Commissioner Schleicher seconded the motion. Motion carried by a 4/0 vote. Meeting was adjourned at 8:09 P.M.

**ATTEST:**

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**Ms. Earline Williams**  
**Secretary**

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**Ms. Gloria Salinas**  
**Administrator**