

**Bexar County
Emergency Services District No. 11
Meeting Minutes
December 19, 2019
6:00 P.M.**

Bexar County Emergency Services District No. 11 conducted a meeting at the ESD No. 11 Fire Facility located at 4511 Texas Palm Drive, Converse, Texas 78109 on December 19, 2019 beginning 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 all members present.
 - a. The Pledge of Allegiance was recited.
2. Citizen Public Forum. (3-minute time limit per individual.) There weren't any citizens present to speak during this segment.
3. Approval of the November 14, 2019 meeting minutes. Commissioner Stevens made a motion to approve the minutes. Commissioner Williams seconded the motion. Motion carried by a 5/0 vote.
4. Receive Chief's Report regarding emergency operations, response times, call volume, training, management activities and personnel and consider taking appropriate action; including
 - a. Run Report. The department ran approximately 289 total calls of which 157 calls were for the District. The average response time of the department has been 9.31 minutes for calls within the District.
 - b. Upcoming events. The department will be interviewing firefighter candidates to add an additional crew member at the new fire station. There are currently at 3 firefighters per shift. The next payment due to the City of Kirby will remain the same as the last one made. The department will be scheduling preventive maintenance for the fire truck in January.
5. Update, discussion and appropriate action related to the purchase of real estate to build a 2nd fire station within the District. The District is looking at utilizing a different title company to prepare the necessary documents for the purchase of the land. There is a 16-inch water main located in the middle of the property that the District will not be able to build over it. No further action on this item.
6. Discussion and appropriate action on approval of a Resolution Regarding Public Participation at Open Meetings, related to HB 2840 that took effect September 1, 2019, and amended the Texas Open Meetings Act. Commissioner Stevens made a motion to approve the resolution regarding public participation. Commissioner Williams seconded the motion. Motion carried by a 5/0 vote.

7. Discussion and appropriate action on approval of an Order Repealing Application of Exemption from Sales and Use Tax for Telecommunications Services. Commissioner Brown made a motion to approve the Order. Commissioner Stevens seconded the motion. Motion carried by a 5/0 vote.
8. Financial Reports.
 - a. Review of the Financial Reports of the District. After the Board reviewed the Financial Reports of the District, Commissioner Williams made a motion to accept the report. Commissioner Stevens seconded the motion. Motion carried by a 5/0 vote.
 - b. Authorization to pay the bills through December 31, 2019. Commissioner Brown made a motion to pay the bills. Commissioner Stevens seconded the motion. Motion carried by a 5/0 vote.
 - c. Authorization to approve payment to Perez Project Consulting, Inc. for services rendered related to the due diligence performed on the potential property purchase. Two separate motions were made on this item. Commissioner Stevens made a motion to pay PPC for services rendered on behalf of the District. Commissioner Brown seconded the motion. Motion carried by a 5/0 vote. Commissioner Brown made a motion to pay Change Order No. 21 related to the costs incurred as a result of ADA errors made by the architect at a cost of \$ 10,955.00. Commissioner Stevens seconded the motion. Motion carried by a 5/0 vote. The District was reimbursed by the architect for this amount.
 - d. Approval for the administrator to obtain a notary public certification. Commissioner Stevens made a motion approving the administrator to obtain a notary public certificate. Commissioner Brown seconded the motion. Motion carried by a 5/0 vote.
9. Discuss and consider submitting required annual report to the Division of Emergency Management through SAFE-D. Commissioner Brown made a motion to submit the required annual report. Commissioner Herrera seconded the motion. Motion carried by a 5/0 vote in favor.
10. Authorization for the administrator to publish the District's address in the local newspaper. Commissioner Stevens made a motion to authorize the administrator to publish the District's address. Commissioner Brown seconded the motion. Motion carried by a 5/0 vote.
11. Discussion and addition of any agenda items to be added to the next regularly scheduled monthly meeting. The next meeting will be tentatively scheduled for January 16, 2020 at 6:00 P.M.
12. Adjourn. With no further business before the Board, Commissioner Stevens made a motion to adjourn. Commissioner Williams seconded the motion. Motion carried by a 5/0 vote.

ATTEST:

Mr. Rudy Herrera
Secretary

Ms. Gloria Salinas
Administrator