

**Bexar County
Emergency Services District No. 2
Meeting Minutes
April 9, 2015
6:00 P.M.**

Bexar County Emergency Services District No. 2 conducted a meeting at the District Office located on 7045 Old Talley Road, San Antonio, Texas 78253, to discuss the following;

1. Commissioner Lemanski called the Bexar County Emergency Services District No. 2 Meeting to Order at 6:12 P.M. and established a quorum.
 - a. The Pledge of Allegiance was recited.
 - b. Citizen Public Forum. (Individuals will have 3 minutes to address the Board.) One individual questioned why the need for an ESD Manager was necessary, had concerns about the ongoing contract between ESD No. 2 and ESD No. 6 and wanted to know the status of the 211 Property and whether anything was ever going to be built there.
2. Presentation of badges(s) to newly promoted officer(s). This item was deferred.
3. Introduction and swearing in of new Commissioners and execution of Statements and Oaths of Office of new Commissioners. Commissioner Benito was sworn in prior to the meeting. He was introduced to the people in attendance.
4. Presentation, with questions from and answers to commissioners from the District's attorney on roles, duties and responsibilities of District, Board of Commissioners, personnel and discussion of Chapter 775, Texas Health & Safety Code and other relevant statutes, laws, rules and regulations affecting emergency services districts. Mr. Ken Campbell, the District's Attorney, spoke about THPS, Chapter 775, in detail with the new Board. He explained the roles of the Board members and what the responsibilities are.
5. Election of Officers. (There are three positions that are being elected today; Treasurer, Asst. Treasurer & Secretary) Commissioner Benito nominated himself for the Treasurer position. Commissioner Cash seconded the nomination. Commissioner Benito was elected Treasurer by a 4/0 vote in favor of. The other two positions of Secretary and Assistant Treasurer will be elected at the next meeting.
6. Discussion and action on investigative report, recommendations from same and organization and operation of District; the District reserves the right to enter into Closed Session on these items pursuant to Section

551.071, Texas Government Code, Consultation with Attorney. The Board went into Closed Session at this time. (6:42 P.M. through 8:31 P.M.)

- 7. Discussion and action on organization and operation of District and briefing of staff present on same. Commissioner Cash made a motion to authorize Mr. Campbell to work on this item with staff and have any staff meetings as necessary. Commissioner Benito seconded the motion. Motion carried by a 4/0 vote in favor of.**
- 8. Approval to sign new bank signature cards. Commissioner Brown made a motion to sign the new bank signature cards. Commissioner Benito seconded the motion. Motion carried by a 4/0 vote in favor of.**
- 9. Approval of the Minutes from the February 24 and the March 4, 2015 meetings. Commissioner Cash made a motion to approve the meeting minutes. Commissioner Brown seconded the motion. Motion carried by a 4/0 vote in favor of.**
- 10. Discussion, updates and/or action on the following items;**
 - a. Discussion and action on possible Designation of Local Government Records Management Officer and policies related to the District's Records Retention Policy and applicable law. This item was deferred.**
 - b. Update on the temporary housing at Station 121. Delivery is tentatively scheduled for the 3rd week of May.**
 - c. Develop a credit card policy for purchases made via telephone and/or the internet not to exceed \$500.00 without Board approval. Mr. Ken Campbell continues to work on this item.**
 - d. Chief Khalaf reimbursement for miles driven in his personal vehicle. Commissioner Cash made a motion to reimburse. Commissioner Benito seconded the motion. Motion carried by a 4/0 vote in favor of.**
 - e. Selection of the wire transfer procedure to be utilized at Frost Bank under the bank's new policy. Mr. Josh Brown explained the 3 different options that Frost Bank now had for transfer of fund procedures. Commissioner Brown made a motion to accept option 3. Commissioner Cash seconded the motion. Motion carried by a 4/0 vote in favor of.**
 - f. Update on the additional water supply fee for connection to Station 122. Commissioner Brown informed the Board that the best option would be to continue with the current well water supply that is in use. Commissioner Brown made a motion to continue with the water well supply, have the meter calibrated at a cost not to exceed \$ 200.00 and monitor by having the meter read on a daily basis.**

Commissioner Cash seconded the motion. Motion carried by a 4/0 vote in favor of.

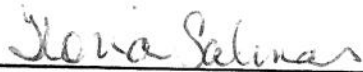
11. Chief's Report.

To include the following:


- a. Update on the personnel policy manual to be submitted to Ms. Osborn, the District's employment attorney, for her review and revisions. The Chief gave the Board his report and made mention that he continues to work on the personnel policy manual with the attorney.
- 12. Discussion and possible action on possible retention of an ESD Manager for the District. This item was deferred.**
- 13. Discussion and action on possible authorization to install necessary communications or other equipment for personnel. Commissioner Cash made a motion for Mr. Josh Brown to give QuickBooks access to Chief Castillo, update GoDaddy email accounts, and add telephone lines as necessary. Commissioner Benito seconded the motion. Motion carried by a 4/0 vote in favor of.**
- 14. FINANCIAL REPORT.**
- a. Review of the Financial Report. The Board reviewed the financial reports for the District. Commissioner Brown made mention that he would like to have a budget workshop in the near future.
 - b. Action to pay outstanding bills due for the month. Commissioner Brown made a motion to pay the bills due for the month. Commissioner Benito seconded the motion. Motion carried by a 4/0 vote in favor of.
 - c. Approval of the engagement letter with Dustin Plates, CPA, to do our financials and compile the monthly accruals. Commissioner Benito made a motion for Mr. Dustin Plates, CPA, to be hired to do the District's financials and monthly accruals. Commissioner Brown seconded the motion. Motion carried by a 4/0 vote in favor of.
 - d. Approval to purchase QuickBooks 2015 for the District. This item was deferred.
 - e. Approval to transfer \$ 450,000.00 from our operation account to the payroll account. Commissioner Brown made a motion to approve the transfer of funds. Commissioner Benito seconded the motion. Motion carried by a 4/0 vote in favor of.
- 15. Determine date, time and any additional agenda items for the next meeting. The next meeting is tentatively scheduled for May 14, 2015 beginning at 6:00 P.M.**

16. Adjourn. With no further business before the Board, Commissioner Brown made a motion to adjourn. Commissioner Cash seconded the motion. Motion carried by a 4/0 vote in favor of. Meeting was adjourned at 10:16 P.M.

ATTEST:



Ms. Gloria Salinas
District Administrator


Mr. Ken Lemanski
President
Jesus Lemus