

Bexar County
Emergency Services District No. 11
Meeting Minutes
January 17, 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 January 17, 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 Commissioners' Brown, Williams, and Stevens.
 - a. The Pledge of Allegiance was recited.
2. Citizen Public Forum. (3-minute time limit per individual.) There weren't any individuals signed up to speak during this item.
3. Chief's Report.
 - a. Run Report. Chief Hilburn gave the Board an update on the run report. For the 2018 year, ESD No. 11 had 61.52 % of the total calls that the City of Kirby had for the year. Response time should improve with the opening of the new station located within the District.
 - b. Upcoming events. The Chief informed the Board that both he and Chief Alfaro would be attending the SAFE-D conference in February.
4. Update on activities, discussion and appropriate action as required on the development of the Emergency Services District No. 11 Fire & Safety facility project.
 - a. Authorization to purchase uniforms and bunker gear at a cost not to exceed \$ 12,000.00. Commissioner Williams made a motion authorizing the purchase of the uniforms and bunker gear. Commissioner Stevens seconded the motion. Motion carried by a 4/0 vote.
 - b. Appropriate action on the purchase of an extractor and awning for the building. Commissioner Williams made a motion for the department to get bids for the purchase of an extractor and the exterior awning. Commissioner Brown seconded the motion. Motion carried by a 4/0 vote.
 - c. Action to install Spectrum Cable in 6 rooms at the new fire facility at a cost of \$ 72.00 a month plus a one-time installation cost of \$ 99.00. Commissioner True spoke with the Board about adding cable drops in the dorm area of the firefighters and getting the cost reduced significantly for the service. Commissioner Brown made a motion to install the cable drops through Spectrum Cable. Commissioner Stevens seconded the motion. Motion carried by a 4/0 vote.

For Agenda items D through G, Commissioner Brown made a motion to approve payments. Commissioner Williams seconded the motion. Motion carried by a 4/0 vote.

- d. Discussion and appropriate action regarding Pay Application No. 14 – Final in the amount of \$ 26,100.49 for the construction contract with The Sabinal Group.

- e. Discussion and appropriate action regarding payment to Artcom in the amount of \$ 9,129.29 for the ESD 11 facility communication system.
 - f. Discussion and appropriate action regarding payment to RRGF in the amount of \$ 17,520.43 for the ESD 11 facility data equipment and systems.
 - g. Discussion and appropriate action regarding payment to Frost GeoSciences in the amount of \$ 306.00 for the ESD 11 facility project material testing services.
5. Financial Reports.
- a. Review of the Financial Reports of the District. Commissioner Stevens made a motion to accept the financial reports of the District. Commissioner Brown seconded the motion. Motion carried by a 4/0 vote.
 - b. Authorization to pay the bills through January 31, 2019. Commissioner Stevens made a motion to authorize payment of the bills through the end of the month. Commissioner Brown seconded the motion. Motion carried by a 4/0 vote.
6. Authorization to certify the 2017 Tax Roll as submitted to the District by the Bexar Appraisal District. Commissioner Stevens made a motion to certify the 2017 Tax Roll. Commissioner Brown seconded the motion. Motion carried by a 4/0 vote.
- Items 7 & 8 were accomplished by one motion. Commissioner Stevens made a motion to withdraw \$ 800,000.00 from Frost Bank and split that withdrawal by depositing \$ 300,000.00 into the Schertz Bank Operating Account and opening a CD for \$ 500,000.00 at Schertz Bank. Commissioner Brown seconded the motion. Motion carried by a 4/0 vote.***
7. Authorization to transfer funds from Frost Bank to the Schertz Bank Operations account.
8. Authorization to open a Certificate of Deposit (CD) in the amount of \$ 500,000 at Schertz Bank.
9. Authorization to enter into an agreement with GCP Association Services to assist the District in preparation for a sales tax election to be held in May 2019 at a cost not to exceed \$ 12,000.00. Commissioner Brown made a motion to enter an agreement with GCP Association Services to assist the District. Commissioner Stevens seconded the motion. Motion carried by a 4/0 vote,
10. Discussion and addition of any agenda items to be added to the next regularly scheduled monthly meeting. There weren't any additional items to add at this time. The next meeting is scheduled for February 21, 2019.
11. Adjourn. With no further business before the Board, Commissioner Williams made a motion to adjourn. Commissioner Stevens seconded the motion. Motion carried by a 4/0 vote. Meeting was adjourned at 6:49 P.M.

ATTEST:

Ms. Earline Williams
Secretary

Ms. Gloria Salinas
Administrator

