

**Bexar County  
Emergency Services District No. 11  
Meeting Minutes  
March 18, 2021  
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 March 18, 2021 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. Commissioner Brown was unable to attend.
  - 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 February 25, 2021 meeting minutes. *Commissioner Stevens made a motion to approve the minutes. Commissioner Williams seconded the motion. Motion carried by a 4/0 vote.*
4. Receive Chief's Report regarding emergency operations, response times, call volume, training, management activities, personnel and consider taking appropriate action including;
  - a. Run Report. *The Board reviewed the run report. It was reported that the Department completed 217 calls for the District. That amount accounted for approximately 55.38 % of the total calls that the Department made for the past month. The average response time for calls within the District was 7.63 minutes.*
  - b. Upcoming events. *The City of Kirby will be holding several city-wide garage sales over the next 30 days.*
5. Presentation by Mr. Gabe Perez and Commissioner True related to discussion, updates and any appropriate action necessary on the 2<sup>nd</sup> fire facility to be built within the District.
  - a. Status report on the progress of the design and building of Fire Facility No. 2. *Mr. Perez informed the Board that progress continues on the agreement between the County and the District on getting the necessary road providing entrance and exit to the fire facility.*
6. Report, updates and possible action on the following;

- a. Discussion and possible approval of an architectural services contract between the District and Debra J. Dockery, Architect, PC to design Fire Facility No. 2. *After discussion amongst the Board, Commissioner Stevens made a motion to contract with the Debra J. Dockery, Architect, PC firm to design Fire Facility No. 2 and authorize the Board President to enter into the contract once it has been reviewed and approved by the District's attorney. Commissioner Williams seconded the motion. Motion carried by a 4/0 vote.*
  - b. Discussion and possible approval on a service contract between the District and Loftin Equipment for the fire facility generators. *Mr. Alfaro informed the Board that it is not necessary to have a service contract. The repairs can be accomplished without a service contract.*
  - c. Update on the hiring of a Fire Chief and Assistant Fire Chief for the District and informing the Board of the panel selected for the interviews of the finalists. *Commissioner True informed the Board that the panel selected was comprised of Mr. Bobby Hogan, Mr. Dan Kramer, Commissioners' Stevens and True. The interviews will take place on March 29<sup>th</sup> and 30<sup>th</sup>. Once the Chief is selected by the panel, that candidate will sit on the panel that will be interviewing the candidates for the position of Assistant Chief. When the District begins hiring firefighters, the Chief and Assistant Chief will be responsible for those interviews.*
  - d. Update on future fire apparatus needs for Fire Facility No. 2. *This item was deferred.*
  - e. Update and approval of an agreement with Concentra to provide drug testing for the firefighters and potential fire personal candidates. *There will not be an agreement for the time being, as just the Chief and Assistant Chief will be the only employees at the present time but as the department begins hiring firefighters, drug testing will be a condition before extending employment offers.*
7. Report and updates by Mr. Alfaro, the fire department consultant, on work completed over the past month. *Mr. Alfaro stated that he ordered supplies for the station. The equipment that needed to be checked by Loftin was completed and maintenance completed without having to enter into a service agreement. Siddons completed the maintenance needed on the pumper. Concentra set up an account for the District so that drug pre-screening could be done for candidates prior to job offers being extended.*
- a. Update on the installation of the high-resolution cameras on the perimeter of the Fire Facility and the cost of the additional camera to be added to the original bid. *Mr. Alfaro informed the Board that installation of the cameras took place earlier today and will continue through tomorrow,*
  - a. Update on an Interlocal agreement between the District and the Bexar County Hospital System. *Mr. Alfaro indicated that the District is still waiting on the agreement. No further action on this item.*
8. Financial Reports.
- a. Review of the financial reports of the District. *The Board reviewed the financial reports of the District and were satisfied with both the collections and the expenses to date. Commissioner Stevens made a motion to accept the financial reports. Commissioner Williams seconded the motion. Motion carried by a 4/0 vote.*

1. Update on any monthly sales tax deposits made on behalf of the District. *The District received notification that a deposit was made to the District's account on the 12<sup>th</sup> of March.*
- b. Authorization to pay the District bills through April 30, 2021. *Commissioner Stevens made a motion to authorize payment of the bills. Commissioner Herrera seconded the motion. Motion carried by a 4/0 vote.*
- c. Authorization to approve payment to Perez Project Consulting, Inc. in the amount of \$ 2,400 for services rendered related to the due diligence performed on the potential property purchase. *Commissioner Stevens made a motion to approve payment. Commissioner Herrera seconded the motion. Motion carried by a 4/0 vote.*
- d. Authorization to approve payment to Mr. Carlos Alfaro for services rendered as the Fire Department Consultant to the District. *Commissioner Williams made a motion to approve payment. Commissioner Herrera seconded the motion. Motion carried by a 4/0 vote.*
9. Discussion and addition of any agenda items to be added to the next regularly scheduled monthly meeting. *The next Board meeting is tentatively scheduled for April 15<sup>th</sup> beginning at 6:00 P.M. Mr. Alfaro may be requesting landscaper bids in the future for the fire facility.*
10. Adjourn. *With no further business before the Board, Commissioner Williams made a motion to adjourn. Commissioner Herrera seconded the motion. Motion carried by a 4/0 vote. Meeting adjourned at 7:17 P.M.*

**ATTEST:**

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**Mr. Rudy Herrera**  
**Secretary**

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

