

**Bexar County
Emergency Services District No. 11
Meeting Minutes
June 14, 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 June 14, 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 the other three Board members present.
 - a. The Pledge of Allegiance was recited.
2. Approval of the minutes from the May 17, 2018 meeting. *Commissioner Williams made a motion to approve the minutes. Commissioner Brown seconded the motion. Motion carried by a 4/0 vote.*
3. Chief's Report. *The Assistant Chief attended the meeting in lieu of the Fire Chief.*
 - a. Run Report. *The Board was given a copy of the monthly report and some of the calls were explained. All calls were run within the response time allotted.*
 - b. Upcoming events. *There weren't any events of major significance planned for the coming month. However, the department will be prepared for the 4th of July holiday.*
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. Discussion and updates on the status of the ESD No. 11 Fire & Safety facility. *Mr. Gabe Perez spoke with the Board informing them of where the project timeline was and the various changes that were taking place based on Board decisions and approvals.*
 - b. Discussion and appropriate action on the following Project Change Orders:

After discussion with the Project Manager, Commissioner Williams made a motion approving agenda items 4.b.1 through 4.b.3 related to Change Orders. Commissioner Brown seconded the motion. Motion carried by a 4/0 vote.

1. **Change Order No. 7** in the amount of \$ 1,989.73 to provide for the non-proprietary Firelite Fire Alarm System in lieu of Firetrole.
2. **Change Order No. 8** in the amount of \$ 2,711.13 to provide for the ESD No. 11 logo/emblem placement on the concrete floor at the public entrance to the new Facility.
3. **Change Order No. 9** in the amount of \$ 10,000 (credit) to be used to purchase an appliance package to be installed at the new facility.

After discussion on agenda items 4.c., 4.d. and 4.e., Commissioner Brown made a motion to approve payments to the following entities. Commissioner Williams seconded the motion. Motion carried by a 4/0 vote.

- c. Discussion and appropriate action regarding Pay Application No.7 for the construction contract with The Sabinal Group.
 - d. Discussion and appropriate action regarding Invoice No. 5 and No. 6 from SJPA for professional architectural design, construction administration and solar project support services.
 - e. Discussion and appropriate action regarding payment to Perez Project Consulting Inc. for Project Management Services.
 - f. Action to select two Board members responsible for the purchase of fire apparatus and necessary fire equipment to fit the needs of the ESD No. 11 fire station. *Commissioner Williams made a motion to appoint Commissioners' True and Brown as the members responsible for the purchase of fire apparatus and the necessary fire equipment to fit the needs of the new station. Commissioner Schleicher seconded the motion. Motion carried by a 4/0 vote.*
 - g. Approval for Perez Project Consulting to proceed with an amendment to the original debt waiver request originally approved by the City of San Antonio. *Commissioner Williams made a motion to approve PPC to proceed with an amendment to the original debt waiver request to be approved by the City of San Antonio. Commissioner Schleicher seconded the motion. Motion carried by a 4/0 vote.*
5. Presentation, discussion and appropriate action on items to be submitted by Bexar County Emergency Services District No. 11 to the City of San Antonio in support of a request to amend the allowed debt amount previously approved by the City (COSA) on March 9, 2017. The revised amount will be utilized to finance the purchase of vehicle equipment and other fire apparatus' to support the ESD No. 11 Fire & Rescue Facility. The following are items to be approved by the Board;

Discussion related to agenda item 4.g also included this item and the related submissions. Commissioner Williams made a motion authorizing the District's Administrator to deliver the below listed reports to the Project Manager as requested. Commissioner Schleicher seconded the motion. Motion carried by a 4/0 vote.

- b. Submission of the FY 2016 and FY 2017 Annual Audits of the District.
 - c. Other items as may be necessary.
6. Update and appropriate action related to any contract extension negotiated with the City of Kirby effective October 1, 2018 to have them continue to provide fire suppression and first responder services to the District. *Commissioner True informed the Board that the City of Kirby agreed to continue to provide services to the District at a cost of \$ 550,000 per year. This will be a continuation of the existing contract that the District currently has with the City. Commissioner Williams made a motion to approve the contract extension and authorized the Board President to sign the extension after the District's attorney reviews the paperwork. Commissioner Schleicher seconded the motion. Motion carried by a 4/0 vote.*
7. Financial Reports.
- a. Review of the Financial Reports of the District. *The Board reviewed the financial records of the District. The bank statements for the month of June had not arrived prior to the meeting.*
 - b. Authorization to pay the bills through June 30, 2018. *Commissioner Schleicher made a motion to authorize payment of the bills. Commissioner Williams seconded the motion. Motion carried by a 4/0 vote.*

- c. Preliminary FY 2019 Budget for the Board's review. *The Board reviewed the preliminary budget and will be fine tuning the proposed budget over the next 30 days.*
- 8 Determine date, time and other possible agenda items for the next meeting. *The next meeting is tentatively scheduled for July 12. The next meeting is scheduled for August 9, 2018.*
9. Adjourn. With no further business before the Board, *Commissioner Brown made a motion to adjourn. Commissioner Williams seconded the motion. Motion carried by a 4/0 vote. Meeting adjourned at 6:53 P.M.*

ATTEST:

Ms. Earline Williams
Secretary

Ms. Gloria Salinas
Administrator