

**Bexar County  
Emergency Services District No. 11  
Meeting Minutes  
October 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 October 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 6:09 P.M. and established a quorum. Commissioner Stevens was unable to attend.
  - a. The Pledge of Allegiance was recited.
2. Citizen Public Forum. (3-minute time limit per individual.). There were not any citizens present to speak.
3. Approval of the September 12, 2019 meeting minutes. Commissioner Williams made a motion to approve the minutes. Commissioner Brown seconded the motion. Motion carried by 4/0 vote.
4. Chief's Report.
  - a. Run Report. The Chief report that there were 178 calls in the ESD area and 115 calls in the City of Kirby. The average response time for the ESD area was 7:29 minutes and 6:10 minutes for calls within the City.
  - b. Upcoming events. "Stop the Bleed" is an event that the fire department will be sponsoring over the next month to inform citizens how simple first aid at accidents can save lives.
5. Discussion, update and appropriate action, if necessary, on the Interlocal Agreement with the City of Kirby. Commissioner True gave the Board an update on the Agreement and informed them that the City of Kirby already approved the new Agreement. Commissioner Brown made a motion to approve the Agreement. Commissioner Herrera seconded the motion. Motion carried by a 4/0 vote. The first payment in December to the City will be prorated.
6. Discussion and appropriate action on the purchase of real estate to build a 2<sup>nd</sup> fire station within the District. (The Board may go into Closed Session on this item but will can only take action in Open Session.). The Board went into Closed session at 6:29 P.M. and back into Open session at 6:53 P.M. Commissioner Brown made a motion to purchase the property for the amount as discussed in Closed session. Commissioner Williams seconded the motion. Motion carried by a 4/0 vote.

7. Discussion and appropriate action to hire Mr. Gabriel Perez to assist and perform due diligence on the real estate parcel that the District is considering purchasing. *Commissioner Brown made a motion to hire Mr. Gabe Perez at a cost of \$ 2,400.00 per month to do due diligence on the new property and ensure that it is platted. Commissioner Williams seconded the motion. Motion carried by a 4/0 vote.*
8. Financial Reports.
  - a. Review of the Financial Reports of the District. *The Board reviewed the financial reports of the District. Collections were within the estimated amounts that the budget had forecast. Commissioner Brown made a motion to accept the financial reports. Commissioner Herrera seconded the motion. Motion carried by a 4/0 vote,*
  - b. Authorization to pay the bills through October 31, 2019. *Commissioner Herrera made a motion to pay the bills through the end of the month. Commissioner Brown seconded the motion. Motion carried by a 4/0 vote.*
  - c. Authorization to approve the 1<sup>st</sup> quarter payment for fire suppression to the City of Kirby. *Commissioner Williams made a motion to approve the 1<sup>st</sup> quarter payment to the City of Kirby. Commissioner Herrera seconded the motion. Motion carried by a 4/0 vote.*
  - d. Authorization to approve the 1<sup>st</sup> annual payment to BB&T Governmental Finance against the 2<sup>nd</sup> loan for the District's vehicles. *Commissioner Williams made a motion to approve the 1<sup>st</sup> annual payment on the loan for the vehicles. Commissioner Herrera seconded the motion. Motion carried by a 4/0 vote,*
  - e. Approval to hire a bookkeeper to verify fiscal year end income, expenditures and prepare the financials prior to the FY 2019 Audit. *Commissioner Williams made a motion to approve the hiring of a temporary bookkeeper to prepare year end processes for the upcoming FY 2019 Audit. Commissioner Brown 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 meeting is tentatively scheduled for November 21, 2019.*
10. Adjourn. *With no further business before the Board, Commissioner Williams made a motion to adjourn. Commissioner Brown seconded the motion. Motion carried by a 4/0 vote, Meeting adjourned at 7:49 P.M.*

**ATTEST:**

---

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

---

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