

**Bexar County  
Emergency Services District No. 11  
Meeting Minutes  
May 21, 2020  
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 May 21, 2020 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 6:01 P.M. and established a quorum with all members present.
  - a. The Pledge of Allegiance was recited.
2. Citizen Public Forum. (3-minute time limit per individual.). There weren't any citizens present during this segment.
3. Approval of the April 16, 2020 meeting minutes. Commissioner Stevens made a motion to approve the minutes. Commissioner Williams seconded the motion. Motion carried by a 5/0 vote.
4. Receive Chief's Report regarding emergency operations, response times, call volume, training, management activities and personnel and consider taking appropriate action; including
  - a. Run Report. The Chief stated that the ESD was responsible for approximately 59.49 % of the calls that the department completed.
  - b. Upcoming events. The Chief informed the Board that the City of Kirby will soon begin working on the new FY 2021 Budget.
5. Discussion, updates and appropriate action on the 2<sup>nd</sup> fire station to be built within the District. Mr. Gabe Perez stated that the soil testing was completed and now awaiting on the state agency to issue an opinion by mid-July.
6. Update on the status of the FY 2019 Audit for the District. The annual Audit will be completed prior to the end of the month and will require that the District hold one more meeting to review and approve for submission to the County Auditor's office.
7. Discussion and appropriate action on supplying the necessary equipment for the new fire apparatus. After discussion on all of the equipment that will be needed to outfit the new fire apparatus, Commissioner Stevens made a motion authorizing the purchase of the required equipment for a total of \$ 100,000. Commissioner Brown seconded the motion. Motion carried by a 5/0 vote.

8. Discussion and appropriate action related to possible COVID-19 testing. Commissioner True informed the Board that he had spoken with County Commissioner Calvert about the Fire Facility being used as a COVID-19 testing site.
9. **Financial Reports.**
  - a. Review of the Financial Reports of the District. The Board reviewed 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 5/0 vote.
  - b. Authorization to pay the bills through June 30, 2020. Commissioner Stevens made a motion to pay the bills. Commissioner Brown seconded the motion. Motion carried by a 5/0 vote.
  - c. Authorization to approve payment to Perez Project Consulting, Inc. in the amount of \$ 2,400.00 for services rendered related to the due diligence performed on the potential property purchase. Commissioner Stevens made a motion to approve payment to Perez Project Consulting. Commissioner Brown seconded the motion. Motion carried by a 5/0 vote.
  - d. Authorization to approve payment to Mr. Carlos Alfaro for services rendered as the Fire Department Consultant for the District. Commissioner Brown made a motion to approve payment to Mr. Alfaro. Commissioner Stevens seconded the motion. Motion carried by a 5/0 vote.
10. Discussion and addition of any agenda items to be added to the next regularly scheduled monthly meeting. The next meeting is tentatively scheduled for June 18<sup>th</sup>. One item to be added to the next agenda will be approval to open up a separate bank account to handle future sales tax revenue.
11. Adjourn. With no further business before the Board, Commissioner Williams made a motion to adjourn. Commissioner Herrera seconded the motion. Motion carried by a 5/0 vote.

**ATTEST:**

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**Mr. Robert Herrera**  
**Secretary**

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