

**Bexar County  
Emergency Services District No. 11  
Meeting Minutes  
April 15, 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 April 15, 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 with all members present.
  - a. The Pledge of Allegiance was recited.
2. Introduction of the 1<sup>st</sup> Fire Chief and 1<sup>st</sup> Assistant Fire Chief of the Bexar County Emergency Services District No. 11 by Commissioner True, Board President of ESD No. 11. *Due to unforeseen circumstances, Commissioner Calvert was unable to make the meeting but did send his congratulations to the Fire Chief and Assistant Fire Chief. Commissioner True proceeded to introduce the selected candidates to the Board and then continued with item 2.a and 2.b.*
  - a. The Fire Chief will take the Oath of Office to be given by Bexar County Precinct 4 Commissioner Calvert. *With County Commissioner Calvert unable to attend, Commissioner True gave the Oath of Office to Mr. Richard Wendt.*
  - b. The Assistant Fire Chief will take the Oath of Office to be given by Bexar County Precinct 4 Commissioner Calvert. *Commissioner True gave the Oath of Office to Mr. Carlos Alfaro.*
3. Citizen Public Forum. (3-minute time limit per individual.) *There were two citizens in attendance. One citizen spoke about solar panels and how his company cleaned them and the other individual was one who had applied for the position of Fire Chief. He thanked the Board for having been interviewed and considered.*
4. Approval of the March 18, 2021 meeting minutes. *Commissioner Williams made a motion to approve the minutes. Commissioner Stevens seconded the motion. Motion carried by a 5/0 vote.*
5. 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 run report was submitted to the Board for their review by the City of Kirby Fire Department. There were a total of 274 calls made by the department of which 171 calls were made to the District. The average response time to calls in the District was approximately 6:54 minutes.

- b. Upcoming events. *It was noted that there were 2 finalists for the position of Fire Chief that the City of Kirby was considering and should have a decision within the next few weeks.*
6. Presentation by a representative of the Nihill Insurance Services, LLC regarding the District's existing and future insurance needs. *There was a presentation made for possible insurance needs for the employees of the District. It was stated how a good insurance package would be a key to retaining good employees. This should include health, vision, dental, disability as well as a life policy in the package. The District will be receiving quotes on several options. The representative was thanked for his time.*
7. Presentation by a representative of ADP Payroll regarding providing payroll services to the employees of the District. (Due to the pandemic situation, the representative may be calling in by telephone or use Zoom audio.). *Ms. Alexia was the representative from ADP who called in by telephone to speak with the Board. The Board had submitted questions prior to the meeting so she was able to cover all of the subjects. She will be sending pricing options to Commissioner True so that the Board can compare pricing. She was thanked for her time.*
8. 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. *Mr. Perez called in by telephone as he was out of town. The Board was informed that the contract had been submitted to the selected architect for the design of the building after having been reviewed and changes made by the District's attorney. The architect then made some corrections and resubmitted back to our attorney for further review.*
  - a. Status report on the progress of the design and building of Fire Facility No. 2. *As stated above, the design work should begin once the contract has been signed. Meanwhile, the platting process for the property is being worked on. Both Commissioner True and Mr. Perez spoke about future financing options for the building and 4 apparatus. Annual payments would be approximately \$ 585,000. This will be something that will be further explored over the next 60 days.*
  - b. Update on the signage at the site of the new station. *There was no action on this item as it was to be done by the architect once the contract has been signed for their services.*
9. Report, updates and possible action on the following;
  - a. Approval to purchase laptop computers for the Fire Chief, Assistant Fire Chief, Board members and the District's Administrator including all of the fire apparatus as required. *This purchase will include the addition of 4 mobile hotspots for the new fire apparatus. (Fire Chief) Commissioner True stated that this item was for discussion only at this time. There were several options put forth but decisions were deferred until the Chief can provide more information to the Board.*
10. Report and updates by Mr. Alfaro, the fire department consultant, on work completed over the past month. *This will be Mr. Alfaro's last report to the Board as the fire department consultant as he was hired as the Assistant Fire Chief for the District. He informed the Board that medical and cleaning supplies had been ordered. The account with Concentra has been approved for applicants drug testing and that is now active.*

*Mr. Alfaro also spoke at length at the issues that he is having with ADT over the new security camera system that was installed. The pictures are not clear for being a high resolution camera and has had ADT send out technicians to tweak the system. He is not satisfied with the outcome. While the District has been invoiced for the system, he asked the Administrator not to pay the invoice until he was satisfied with the system and approved payment.*

**11. Financial Reports.**

- a.** Review of the financial reports of the District. *The Board reviewed the financial reports of the District and were satisfied with the budget and revenues to date. 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.*
  1. Update on any monthly sales tax deposits made on behalf of the District. (Commissioner True). Commissioner True summarized the tax collections for the month with the Board. There were not any questions from the Board.
- b.** Authorization to pay the District bills through May 31, 2021. The Board reviewed items b.1, b.2, and b.3 together. Commissioner Stevens made a motion to approve payment on the 3 financial items. Commissioner Brown seconded the motion. Motion carried by a 5/0 vote.
  1. Authorization to make the 3rd quarterly payment in the amount of \$ 162,750.00 to the City of Kirby as per the Interlocal Agreement for providing emergency services to the District.
  2. Authorization to submit the annual payment to Government Capital Corporation in the amount of \$ 113,699.73 for the apparatus loan.
  3. Discussion and appropriate action on a bill from the Carlton Law Firm. *Commissioner True was dissatisfied with the bill from the District's attorney with what he felt were a bit high over the number of changes made to the contract with the architect. He wanted to inform the Board in case it becomes necessary to solicit for an attorney in the future. Commissioner True will be calling on the attorney to discuss the bill in further detail.*
- c.** Authorization to approve payment to Perez Project Consulting, Inc. in the amount of \$ 2,400 for services rendered on behalf of the District. *Commissioner Stevens made a motion to pay PPC for the services. Commissioner Brown seconded the motion. Motion carried by a 5/0 vote.*
- d.** Authorization to approve payment to Mr. Carlos Alfaro in the amount of \$ 2,000 for services rendered as the Fire Department Consultant to the District. Commissioner Stevens made a motion to pay the final invoice to Mr. Carlos Alfaro for services rendered to the District. Commissioner Brown seconded the motion. Motion carried by a 5/0 vote.

12. Discussion and addition of any agenda items to be added to the next regularly scheduled monthly meeting. *Any items will be sent to the Administrator prior to the next meeting.*
13. Adjourn. *With no further business before the Board, Commissioner Brown made a motion to adjourn. Commissioner Stevens seconded the motion. Motion carried by a 5/0 vote. Meeting was adjourned at 7:54 P.M.*

**ATTEST:**

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Mr. Rudy Herrera  
Secretary

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Ms. Gloria Salinas  
Administrator