

**Bexar County  
Emergency Services District No. 11  
Meeting Minutes  
February 25, 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 February 25, 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. Citizen Public Forum. (3-minute time limit per individual.) *There weren't any citizens signed up for this segment.*
3. Approval of the January 13, 2021 meeting minutes. *Commissioner Stevens made a motion to approve the minutes. Commissioner Brown 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, personnel and consider taking appropriate action including;
  - a. Run Report. *Assistant Chief Hilburn gave the Board a copy of the Run Report and reviewed it with the members. It was noted that 58.06% of the calls that the department were dispatched on were on behalf of the District.*
  - b. Upcoming events. *There weren't any events to report. The department is still seeking applications for a Fire Chief for the City of Kirby.*
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. *This item was discussed under agenda item 6.c.*
6. Report, updates and possible action on the following as presented by Commissioner True;
  - a. Update on the Board's request to the Bexar County Fire Marshal's office that the ESD No. 11 fire facility be assigned its' own dispatch call sign and that the District's emergency calls are routed directly to the ESD No. 11 fire facility in lieu of being routed through the City of Kirby. *This item will continue to be ongoing as the actual assignment will be done when the District is completely on its own.*

- b. Update on the installation of the chain link fence that is to be installed around the perimeter of ESD No. 11 Fire Facility No. 1. *Per Mr. Alfaro, the fence will not be installed because of the cost versus the cost for installing cameras instead.*
  - c. Discussion, review and selection of an architectural firm to design Fire Facility No. 2. *Mr. Perez informed the Board, that one of the bids received from one of the architectural firms was very high and that the other firms sent informational booklets instead. After discussion with the Board, Mr. Perez advised that the best option for the District would be to contract with the Debra J. Dockery architectural firm for the design of the new fire facility for the District. Mr. Perez will be contacting the firm requesting a contract from them and putting that as an agenda item for the Board to consider at its' next meeting.*
  - d. Update on the hiring of a Fire Chief and Assistant Fire Chief for the District. *Commissioner True informed the Board that there were 14 applications for Chief and 16 applications for Assistant Chief submitted. The process as to how the District will be finalizing those applications was explained to the Board.*
  - e. Update on a possible benefits package for firefighters. *This item was deferred for the time being.*
  - f. Discussion on future fire apparatus needs for Fire Facility No. 2. *Commissioner True explained to the Board that the District will begin the process of seeking bids for one ladder truck and one pumper in the near future. Mr. Wendt suggested that the District purchase the same type of vehicles as the current fleet because of the familiarity by the firefighters.*
7. Report and updates by Mr. Alfaro, the fire department consultant, on work completed over the past month.
- a. Update on the Mission Statement for the ESD No. 11 Fire Facility. *The Mission Statement was corrected as directed by the Board. No other action on this item at the present time.*
  - b. Update on the signage to be placed at the site of the new ESD No. 11 Fire Facility. *Mr. Perez stated that he will request that the architectural firm, once contracted by the District, design a sign to be placed on the property.*
  - c. Update on bids to install high resolution cameras on the perimeter of the Fire Facility in lieu of a fence for security purposes. *An email will be sent to the security firm asking for the additional price of adding another camera.*
  - d. Update on an Interlocal agreement between the District and the Bexar County Hospital System. *This will be finalized once the District has the fire department fully functional.*
8. Financial Reports.
- a. Review of the financial reports of the District. *The Board reviewed the financial reports of the District. Commissioner Brown made a motion to accept the*

*financial reports. Commissioner Williams seconded the motion. Motion carried by a 5/0 vote.*

1. Update on any monthly sales tax deposits made on behalf of the District. *The Board reviewed the sales tax report on payments received to date from the State Comptroller's office.*
- b. Authorization to pay the District bills through March 31, 2021. *Commissioner Stevens made a motion to pay the District bills. Commissioner Williams 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 for services rendered related to the due diligence performed on the potential property purchase. *Commissioner Williams made a motion to authorize payment to Mr. Gabe Perez. Commissioner Stevens 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 to the District. *Commissioner Stevens made a motion to authorize payment. Commissioner Williams seconded the motion. Motion carried by a 5/0 vote.*
- e. Authorization to engage Ms. Margaret Nixon, CPA, to do the required annual audit for the District per Texas Health & Safety Code 775. *Commissioner Brown made a motion to authorize the engagement with the CPA to conduct the annual audit for FY 2020. Commissioner Williams seconded the motion. Motion carried by a 5/0 vote.*
- f. Authorization to transfer \$ 800,000 from the Frost Bank account to the Schertz Operating bank account. *Commissioner Stevens made a motion to authorize the transfer of the funds. Commissioner Williams seconded the motion. Motion carried by a 5/0 vote.*
9. Discussion and addition of any agenda items to be added to the next regularly scheduled monthly meeting. *The following is to be added to the next meeting's agenda; contract for architectural services, contract with Loftin Equipment for maintenance of fire facility equipment and a possible contract from Siddons-Martin. The tentative date for the next meeting is March 18.*
10. Adjourn. *With no further business before the Board, the meeting was adjourned at 7:21 P.M.*

**ATTEST:**

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

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