

**Bexar County
Emergency Services District No. 11
Meeting Minutes
January 21, 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 January 21, 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 6:02 P.M. and established a quorum with all the 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 December 17, 2020 meeting minutes. *Commissioner Herrera 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, personnel and consider taking appropriate action including;
 - a. Run Report. *The Board reviewed the Run Report that was handed out by the Chief. There were no significant issues to report over the past month.*
 - b. Upcoming events. *The Chief informed the Board that testing would be conducted at the District's office.*
5. Presentation by Mr. Gabe Perez and Commissioner True related to discussion, updates and any appropriate action necessary on the 2nd fire facility to be built within the District.
 - a. Status report on the progress of the new fire facility. *Mr. Perez handed the Board a 3 page report for their review. It was stated that BRW was estimating a cost of approximately 3.1 to 3.3 million to build the new fire facility.*
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. *The Board was informed that there are several steps necessary to accomplish this. Commissioner True assigned this to*

Mr. Wendt and Mr. Alfaro so that it can get completed. There will have to be an interlocal agreement signed between the District and the County when this is ready to be completed.

- 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. *Mr. Alfaro informed the Board that he had requested a second bid for the fencing and that an additional bid was still required to get the electrical work estimate for supplying power to the fence gate. Mr. Alfaro will also be looking at the cost for commercial high resolution security cameras for the perimeter of the property in lieu of installing a fence.*
 - c.** Discussion and appropriate action on approving the job descriptions for the Fire Chief and Assistant Fire Chief. *Commissioner True handed the Board members a copy of the job summaries for the two positions. There was discussion amongst the Board related to the job descriptions and where the advertisement for the jobs would be posted.*
 - d.** Discussion on advertising for a Fire Chief and assistant position. *This item was discussed in conjunction with item 6.c. Commissioner Stevens made a motion approving the job descriptions for the Chief and Assistant Chief as well as approving the advertisement for the positions. Commissioner Williams seconded the motion. Motion carried by a 5/0 vote. (This motion covered agenda item 6.b. and 6.c.)*
 - e.** Discussion on a possible benefits package for firefighters. *Commissioner True spoke to the Board about benefits such as health insurance, retirement, dental and vision being included as benefits for the firefighters. He will try to get a cost estimate for these benefits before bringing this package to the Board.*
 - f.** Authorization to purchase firefighter's bunker gear. *Commissioner Stevens made a motion authorizing the purchase of 5 sets of bunker gear in assorted sizes at an approximate cost of \$ 9,030.00. Commissioner Brown seconded the motion. Motion carried by a 5/0 vote.*
- 7.** Report and updates by Mr. Alfaro, the fire department consultant, on work completed over the past month. *Mr. Alfaro needs a credit card from Sam's Warehouse so that he can buy supplies. He informed the Board that laptop computers will have to be purchased as the current ones are out of date. Commissioner True tasked Mr. Alfaro to obtain the proper signage necessary announcing the new fire facility at the recently purchased property site.*
- 8.** Financial Reports.
- a.** Review of the financial reports of the District. *The Board reviewed the financial reports of the District and the bank statements from the past month. The District has a very healthy financial situation for the time being. Commissioner Brown made a motion to accept the financial reports of the District. Commissioner Williams seconded the motion. Motion carried by a 5/0 vote in favor.*

 - 1.** Update on any monthly sales tax deposits made on behalf of the District. *Commissioner True informed the Board that the collections were running*

approximately two months behind. He did expect the collections to pick up over the next few months.

- b.** Authorization to pay the District bills through February 28, 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 Stevens made a motion authorizing payment to Mr. Perez for services rendered to the District. 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 to the District. *Commissioner Williams made a motion authorizing payment to Mr. Alfaro for services rendered as the FD Consultant. Commissioner Stevens 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. *Two items to add to the following month's agenda is a follow up on the Mission Statement tasked to Mr. Alfaro and possible decision on installing security cameras versus fencing for the perimeter of the fire facility.*
- 10.** Adjourn. *With no further business before the Board, a motion was made to adjourn by Commissioner Herrera. The motion was seconded by Commissioner Williams. Motion carried by a 5/0 vote. Meeting adjourned at 7:20 P.M.*

ATTEST:

Mr. Rudy Herrera
Secretary

Ms. Gloria Salinas
Administrator