

**Bexar County
Emergency Services District No. 11
Meeting Minutes
July 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 July 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. Citizen Public Forum. (3-minute time limit per individual.) *There weren't any citizens present to speak during this segment.*
3. Approval of the June 17, 2021 meeting minutes. *Commissioner Williams made a motion to approve the minutes. Commissioner Stevens seconded the motion. Motion carried by a 3/0 vote.*
4. Receive Chief's Report regarding emergency operations, response times, call volume, training, management activities, personnel and discussion before taking appropriate action on the following;
 - a. Run Report. (To be presented by Fire Chief Hilburn of the City of Kirby.) *Chief Hilburn reported that there were 160 calls to the District over the past month with an average response time of 6.92 minutes.*
 - b. Upcoming events. *The Chief also stated that mosquitos were found in the area that were infected with the West Nile fever bug. Flyers were going to be posted around the area warning citizens about the danger of mosquitos.*
5. Receive Chief's Report by Fire Chief Wendt of the ESD No. 11 Fire Department regarding, management activities, personnel and discussion before taking appropriate action on the following;
 - a. Approval on purchasing body armor for personnel. *Chief Wendt spoke about the necessity of purchasing body armor for the firefighters. He provided pricing from 3 different companies and listed the different options available. Commissioner Stevens made a motion authorizing the purchase of 20 sets of the body armor. Commissioner Brown seconded the motion. Motion carried by a 5/0 vote.*
 - b. Approval on purchasing additional Thermal Imaging Cameras. *Commissioner Williams made a motion to purchase 1 large thermal camera and 5 of the hand-held camera's with the necessary chargers. Commissioner Brown seconded the motion. Motion carried by a 5/0 vote.*

- c. Approval to add 1 additional Driver-operator position to each shift. *The Chief explained the necessity of adding an additional position to each shift. It will cost approximately \$ 168,000.00 for the 3 positions. Commissioner Brown made the motion authorizing the additional personnel. Commissioner Stevens seconded the motion. Motion carried by a 5/0 vote.*
 - d. Approval to add additional storage space at Station 140. *This item was deferred for future discussion.*
 - e. Approval on a request to purchase two cellphones for the Chief and Assistant Chief. *This item was deferred for future discussion.*
 - f. Update on the hiring of personnel. *The Chief gave the background information on the 3 new Captains that were hired. 17 firefighters have been preliminarily interviewed as of this date. Orientation will follow once a final decision is made on the firefighters hired. The tentative date to hire the firefighters will be July 26.*
 - g. Update on the upgrading of equipment. *The Chief informed the Board that equipment is tickling in slowly but that is more of a result of the COVID delaying everything.*
6. Presentation by Mr. Gabe Perez 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 design and building of Fire Facility No. 2. *Mr. Perez gave the Board an update as to the progress of the new building. The Interlocal Agreement with the County is progressing. He would like to have the Board members meet to review the design of the facility once it is completed.*
 - 1. Update on the design plans completed to date by Debra J. Dockery, Architect, PC for Fire Facility No. 2. *The architect continues to work on both the design and schematics for the new fire facility.*
 - 2. Update on the platting and construction design for the Gulf Shore Blvd. roadway. *Mr. Perez informed the Board that this work is currently being completed. The District has to ensure that the Interlocal Agreement with the County is in place and approved prior to the District expending any funds. Without the Agreement in place, the District could be fully responsible for the entire cost of the roadway.*
7. 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 District's 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 tax deposits made over the past month. There weren't any questions.*

- b. Authorization to pay the District bills through August 31, 2021. *Commissioner Stevens made a motion to pay the bills. Commissioner Williams seconded the motion. Motion carried by a 5/0 vote.*
- c. Authorization to approve payment of \$ 8,650.00 to Perez Project Consulting, Inc. for Project Management/Construction Management services for development of the Bexar County Emergency Services District No. 11 Fire & Safety Facility – Station 141 project, the Gulf Shore Extension Project, and other services as requested by ESD No. 11. *Commissioner Stevens made a motion to approve payment to PPC for services rendered. Commissioner Brown seconded the motion. Motion carried by a 5/0 vote.*
- d. Authorization to approve payments as follows related to Station 141;
 - 1. Debra J. Dockery, Architect bill for \$ 32,175.00 (programming and schematic design). *Commissioner Stevens made a motion to pay the bill. Commissioner Williams seconded the motion. Motion carried by a 5/0 vote.*
 - 2. MTR Engineers, bill for \$ 8,625.00 (platting and construction design for the new roadway). *Commissioner Brown made a motion to pay the MTR bill. Commissioner Stevens seconded the motion. Motion carried by a 5/0 vote.*
- 8. Discussion and addition of any agenda items to be added to the next regularly scheduled monthly meeting. *Election of Officers will be added to next month's agenda.*
- 9. Adjourn. *With no further business before the Board, Commissioner Stevens made a motion to adjourn. Commissioner Herrera seconded the motion. Motion carried by a 5/0 vote. Meeting adjourned at 7:44 P.M.*

ATTEST:

Mr. Rudy Herrera
Secretary

Ms. Gloria Salinas
Administrator