

**Bexar County  
Emergency Services District No. 11  
Meeting Minutes  
August 19, 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 August 19, 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 6:20 P.M. and established a quorum. *Commissioner Brown was unable to attend.*
  - a. The Pledge of Allegiance was recited.
2. Citizen Public Forum. (3-minute time limit per individual.). *There weren't any individuals present to speak during this segment.*
3. Election of Officers. *Commissioner Stevens nominated the following slate;*

*Commissioner True as President  
Commissioner Williams as Treasurer  
Commissioner Brown as Asst. Treasurer  
Commissioner Herrera as Secretary  
Commissioner Williams nominated Commissioner Stevens as Vice-President.  
The nominees were voted into the Officer positions by a 4/0 vote.*

  - a. Approval to sign new Bank Signature Cards, if necessary. *Commissioner Williams made the motion to approve the signing of the Bank cards. Commissioner Stevens seconded the motion. Motion carried by a 4/0 vote.*
4. Approval of the July 15, 2021 meeting minutes. *Commissioner Stevens made a motion to approve the minutes. Commissioner Williams seconded the motion. Motion carried by a 4/0 vote.*
5. Presentation by the Therapy Animals of San Antonio organization to inform the Board the purpose of their organization and how they work with fire victims. *Prior to the start of the meeting, organization reps handed out pamphlets and explained their purpose and how they would be interested in working with the District.*
6. 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 handed the run report data sheets to the Board for their review. He then proceeded to explain the number and nature of calls for the month of August.*


- b. Upcoming events. *There weren't any events scheduled for the month.*
7. 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 to purchase additional equipment for Engine 140. (Chief will provide quote during the meeting.). *The Chief gave the Board a quote for the additional equipment that was to be purchased. Commissioner Stevens made a motion to approve an expenditure of \$ 4,445.52 for the equipment. Commissioner Herrera seconded the motion. Motion carried by a 4/0 vote in favor of.*
  - b. Approval to mow and maintain the property lot where Station No. 2 is being built. *Commissioners' Stevens and Herrera will be getting estimates for the mowing of the lot.*
  - c. Update on the status of the firefighters and the orientation class that was held for them. *The Chief gave an update on the orientation class that was held for the new firefighters and introduced some of the firefighters that were present at the meeting. The Chief also informed the Board of the continuing preparations that were taking place in order to have the station operational by October 1, 2021.*
8. Presentation by Mr. Gabe Perez 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 into the meeting by phone and informed the Board on the following items;*
- a. Status report on the progress of the design and building of Fire Facility No. 2.
    - 1. Discussion and appropriate action on the Interlocal Agreement with Bexar County for the Gulf Shore Blvd. extension to include Bexar County funding of \$ 400,000. *The County has agreed to fund \$ 400,000 towards the construction of the roadway. The District is not to pay any portion of the roadway until the Agreement has been approved and signed.*
    - 2. Update on the platting and construction design for the Gulf Shore Blvd. roadway and signalization at Walzem Road. *MTR continues to work on the design for the Gulf Shore Blvd extension. The signalization will cost approximately \$ 250,000. County Commissioner Calvert will try to see if the County can include the signalization cost in the Interlocal Agreement.*
    - 3. Authorization to approve payment for \$ 500.00 to MTR Engineering for the Walzem Road property for the platting and infrastructure services. *Commissioner Stevens made a motion to approve payment. Commissioner Herrera seconded the motion. Motion carried by a 4/0 vote.*
    - 4. Update on the design plans completed to date by Debra J. Dockery, Architect, PC. *Mr. Perez gave an update and was hoping to have the plans completed by September.*

9. Financial Reports.

- a. Review of the financial reports of the District. The Board reviewed the financial reports. *Commissioner Williams made a motion to accept the financial reports. Commissioner Stevens seconded the motion. Motion carried by a 4/0 vote.*
1. Update on any monthly sales tax deposits made on behalf of the District. *Commissioner True gave the Board an update on sales tax deposits received to date.*
- b. Authorization to pay the District bills through September 30, 2021. *Commissioner Williams made a motion to pay the bills. Commissioner Stevens seconded the motion. Motion carried by a 4/0 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 in the amount of \$ 8,650 for services rendered. Commissioner Williams seconded the motion. Motion carried by a 4/0 vote.*
- d. Discussion and approval on the payment to Nihill Insurance Company for \$ 100,000 related to the cost of Workman's Comp Insurance for the firefighters. *Workman's Comp Insurance is provided by TML and not Nihill Insurance Company. A motion was made by Commissioner Stevens to pay the premium for Workman's Comp. Commissioner Herrera seconded the motion. Motion carried by a 4/0 vote.*
- e. Approval for the Administrator to set the dates for the meetings to meet the Truth in Taxation Act and authorization for the required newspaper notices to be placed in the Express News publication. *Commissioner Herrera made a motion approving the Administrator to set the dates for the required meeting and newspaper notice. Commissioner Williams seconded the motion. Motion carried by a 4/0 vote.*
9. Discussion and addition of any agenda items to be added to the next regularly scheduled monthly meeting. *The dates will be provided at a later time.*
10. Adjourn. *With no further business before the Board, Commissioner Stevens made a motion to adjourn. Commissioner Herrera seconded the motion. Motion carried by a 4/0 vote. Meeting adjourned at 7:32 P.M.*

ATTEST:

  
Ms. Gloria Salinas  
Administrator

  
Mr. Rudy Herrera  
Secretary