

**NOVEMBER 18, 2021 AGENDA ITEM
BOARD MEETING MINUTES OF OCTOBER 21,2021**

**Bexar County
Emergency Services District No. 11
Meeting Notice
October 21, 2021
6:00 P.M.**

Bexar County Emergency Services District No. 11 will conduct a meeting at the ESD No. 11 Fire Facility located at 4511 Texas Palm Drive, Converse, Texas 78109 on October 21, 2021 beginning at 6:00 P.M. The following will be discussed;

1. Call the Bexar County Emergency Services District No. 11 Board meeting to Order and establish a quorum.
Meeting called to order at 6:00PM. All five Board members were present to include John True, Barry Stevens, Earline Williams, Robert Brown, Rudy Herrera.
 - a. The Pledge of Allegiance.
2. Citizen Public Forum (3-minute time limit per individual).
No citizens signed to speak.
3. Approval of the September 9, 2021 Bexar County Emergency Services District No. 11 Board meeting minutes.
Earline Williams motioned approval; second by Barry Stevens. Motion approved by 5/0 vote.
4. Discussion and authorize action regarding the position of the ESD 11 Administrator.
 - ***John True indicated position has been advertised on ESD 11 website. Have received resumes. Discussion on the need for part time position later. Would recommend Gabriel Perez for Administrator.***
 - ***Board moved to Executive Session at 6:04 p.m.***
 - ***Board reconvened meet at 6:22 p.m.***
 - ***Board announced appointment of Gabriel Perez as Administrator***
 - ***Part time individual to come on first part of next year: Gabriel Perez to make decision when needed.***
5. Receive Bexar County ESD 11 Fire Chief's report regarding emergency operations, response times, call volume, training, management activities, personnel and authorizing appropriate action as needed:
 - a. Run Report.
 - ***City of Kirby Fire Chief William Hilburn provided final report. Provided and reported on "September 2021 Stats" information sheet.***
 - ***ESD 11 Fire Chief Richard Wendt provided a series of seven report formats that provided several areas of details to include Incident Log, by Type, by Day of Week, and by Time of Day. Also reports for Response Time, Dispatch Time, and Actions Taken.***

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- b. Update on assumption of operations beginning October 29, 2021.
- **ESD 11 Fire Chief Richard Wendt provided start up organization report.**
 - **1st incident occurred 1 hour, 46 minutes after assuming station; worked very well; staff continues to get in rhythm; crews doing well.**
- c. Discussion and appropriate action on updates to Self Contained Breathing Apparatus (SCBA).
- **Chief Wendt reported when purchased breathing apparatus left out “Buddy Breathing” system. Need to upgrade new breathing adapter on eight of the SCBA. This agenda item is to upgrade system although certification still needs to occur.**
 - **Earline Williams motioned approval to purchase Buddy Breathing adapters at cost of \$12,588.12; second by Barry Stevens. Motion approved by 5/0 vote.**
- d. Discussion and appropriate action on possible purchase of a mobile radio for Command 140.
- **Chief Wendt briefed the Board on the need for purchase of mobile radio at a cost of \$3,500.**
 - **Robert Brown motioned to approve purchase of mobile radio; second by Earline Williams. Motion approved by 5/0 vote.**
- e. Discussion and appropriate action on purchase of accountability / air management gateways (Scott SEMS II).
- **Chief Wendt briefed the Board on the Scotts SEMS II system which provides wireless data from to monitor air pack conditions of Fire Fighter. Also provides a system for evacuating of Fire Fighter. Recommend purchase three of the items for a cost of \$4,836.75**
 - **Barry Stevens motioned to approve purchase; second by Earline Williams. Motion approved by 5/0 vote.**
- f. Update on the acquisition of bunker gear.
- **Chief Wendt briefed Board that last staff members have been fitted for Bunker Gear which is currently rented.**
 - **Have identified a vendor to purchase new gear from who will provide gear at no charge until new order is delivered. Estimated delivery in three months. 20 set of Bunker Gear (boots, helmets, coats) at a cost of \$65,000.**
 - **When order placed will provide 10 sets to eliminate rental costs; savings of \$3,600 on rental.**
 - **Barry Stevens motioned to approve purchase; second by Earline Williams. Motion approved by 5/0 vote.**
- g. Upcoming events.
- **Chief Wendt reported that the organizations social media account has been established and the development of a media site is underway.**
 - **Upcoming training classes: Driver Operator, and Swift Water.**

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6. Presentation by Perez Project Consulting, Inc. providing an update on the development of the Bexar County ESD 11 Station 141 and associated projects, and authorizing action as necessary:
 - a. Report on the progress for the new Fire Facility – Station 141.
 - ***Gabriel Perez reported that 75% Construction Design phase has been completed. Review of the design construction plans are currently under review with an upcoming review meeting to be scheduled.***
 - b. Report on the progress for the Gulf Shore Blvd. Extension project, and the funding Interlocal Agreement (ILA) with Bexar County.
 - ***Gabriel Perez reported that ESD 11 Board had voted at their last meet to proceed with the negotiated Interlocal Agreement with Bexar County which provides \$650,000 for the Gulf Shore Extension project and traffic signal.***
 - ***Bexar County is currently in the process of placing the ILA on a Commissioners Court meeting agenda for review and approval.***
 - c. Status of Debt Variance Request by the City of San Antonio.
 - ***Gabriel Perez reported to the Board that a meet with John True and Chief Wendt had taken place to focus on current and proposed future costs for the Organization to update the Long Term Proforma to proceed to submit the variance request to the City of San Antonio.***
7. Financial Discussions and Appropriate Action:
 - a. Review of the District's financial reports.
 - ***Gabriel Perez provided the Board a one-page listing of the ESD 11 Bank account's current balances. The budget update and report is currently being updated and will be forthcoming in future meets.***
 - b. Update on monthly sales tax deposits for the District.
 - ***Gabriel Perez provided the Board a one-page ESD 11 Sales Tax Collection matrix that provided monthly collection amounts and history, annual collections, fiscal year collections, and year to year analysis.***
 - c. Authorization by the Board on approving payments for the District.
 - ***Barry Stevens motioned to approve payment of District bills to include agenda items 7.d., e., f., and g.; second by Earline Williams. Motion approved by 5/0 vote.***
 - d. Action to approve payment to Debra Dockery Architect, P.C. in the amount of \$53,445 for design services through facility Design Development phase.
 - e. Action to approve payment to MTR Engineers in the amount of \$36,790 for engineering design services for the Fire Facility site and the Gulf Shore Blvd. Ext. project.

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- f. Action to approve payment to Davidson, Troilo, Ream & Garza in the amount of \$1,080 for legal services related to the Bexar County / ESD 11 Interlocal Agreement for the Gulf Shore Blvd. Extension.
 - g. Authorization to approve payment 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.
8. Discussion of agenda items to be added to the next regularly scheduled monthly Board meeting.
- ***Earline Williams proposed an item for the next Board meet to prepare a Thank You note to the City of Kirby.***
9. Adjourn.
- ***Motion to adjourn meet by Barry Stevens at 7:48 p.m.; second by Rudy Herrera. Motion approved by 5/0 vote.***

The above notice was posted on the Bexar County Emergency Services District No. 11 website, www.BCESD11.org, and at ESD 11 Station 140, 4511 Texas Palm Dr., Converse, TX., 78109 before 6:00 P.M., Monday, October 18, 2021.

Note: The Board may retire to Executive Session any time between the meeting's opening and adjournment for any purpose authorized by the Texas Open Meetings Act, including but not limited to: consultation with legal counsel (Section 551.071 of the Texas Government Code); personnel matters (Section 551.074) and/or discussion of real estate acquisition (Section 551.072). Action, if any, will be taken in open session.

ATTEST:


Rudy Herrera
ESD 11 Board Secretary



Gabriel Perez
ESD 11 Administrator