

**FEBRUARY 16, 2022 AGENDA ITEM
BOARD MEETING MINUTES OF JANUARY 20, 2022**

**Bexar County
Emergency Services District No. 11
Meeting Notice
January 20, 2022
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 January 20, 2022 beginning at 6:00 P.M. The following items 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 6:03PM. A quorum was present. Board members present included John True, Barry Stevens, Earline Williams.
 - a. The Pledge of Allegiance.
2. Citizen Public Forum (3-minute time limit per individual).
No citizens signed to speak.
3. Approval of the December 16, 2022 Bexar County Emergency Services District No. 11 Board meeting minutes.
Earline Williams motioned approval; second by Barry Stevens. Motion approved by 3/0 vote.
4. Discussion on the SAFE D Conference to be held February 17 (Thursday arrive) – 19 (Saturday leave), 2022 in Roundrock, TX: Register for conference – COVID impact, and verify date for next ESD 11 Board meet.
Board was briefed on calendar for Conference. Hotel reservations have been secured. Discussed registration with the Board. Board agreed to have their next Board meet on Wednesday, February 16, 2022. No Board action taken on this item.
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.
Chief Wendt provided a standard report as in previous meets. He presented the Board with multiple alternate reports that can be prepared and presented upon request by the Board. Reports provided different levels of analytical quantifying of run reports. No Board action was taken on this item.
 - b. Update on status of System for Award Management (SAM) registration with Federal government to be eligible to apply for federal grants.

**FEBRUARY 16, 2022 AGENDA ITEM
BOARD MEETING MINUTES OF JANUARY 20, 2022**

Chief Wendt briefed the Board on moving forward with the Grant application process as opportunities present themselves. Registration with SAM.gov and FEMA.gov has been completed. Used the possibility of grants for radios as an example. There was added discussion of timing, ESD 11 match required, and ESD 11 threshold.

No Board action was taken on this item.

- c. Discussion and appropriate action on purchase of Res-Q-Jacks.
Chief Wendt provided a handout on the Res-Q-Jacks. Discussion on use and compatibility with other ESD's tied to primarily vehicle incidents. Quote received for single vendor was +/- \$18,000. Board Member True questioned if only one vendor bid was solicited. Requested that multiple quotes be solicited, and only procure one for the Ladder vehicle.
No Board action was taken on this item.
 - d. Update on the impact of recent COVID surge.
Chief Wendt reported that 9 of 17 shift personnel have tested positive for COVID. There has been an effort with ESD 10 and 12 to coordinate staffing and coverage as needed based on availability.
No Board action was taken on this item.
 - e. Upcoming events.
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, and Gulf Shore Blvd Extension Projects.
Gabriel Perez provided the Board a handout that provided a working schedule for the procurement activity for both the Station 141 project and the Gulf Shore Blvd. project. The handout identified the bidding process, review process, award contract process, and the notice to proceed to commence construction.
No Board action was taken on this item.
 - b. Status of Debt Variance Request by the City of San Antonio.
Gabriel Perez briefed the Board on the information provide by City Staff on the calendar for review and consideration of the ESD 11 request for debt variance by City Council Intergovernmental Review Committee (Wednesday, February 9, 2022), and if approved, review and consideration by the City Council as the final step on Thursday, February 17, 2022.
No Board action was taken on this item.
 - c. Approve two (2) Resolutions with Government Capital regarding a sixty (60) day interest rate lock for the financing of the new Fire Facility – Station 141 project, and purchase of two (2) new fire apparatus pieces to include one (1) Pierce Enforcer Pumper and one (1) Pierce Enforcer Ascendant Aerial Tower, authorizing the ESD 11 Board President to execute the Resolutions.

**FEBRUARY 16, 2022 AGENDA ITEM
BOARD MEETING MINUTES OF JANUARY 20, 2022**

Gabriel Perez briefed the Board on the coordination effort with Government Capital on the debt issuance process for the new Fire Facility and the Apparatus pieces. One of the keys of the process introduced by Government Capital was for the ESD 11 Board to consider passing Resolutions to lock the debt interest rates for a sixty (60) day period due to the unstable market condition.

Recommendation to the Board to approve and execute the Resolutions.

Barry Stevens motioned approval of the first Resolution; second by Earline Williams. Motion approved by 3/0 vote.

Barry Stevens motioned approval of the second Resolution; second by Earline Williams. Motion approved by 3/0 vote.

- d. Approve the purchase of two (2) fire apparatus pieces in an amount up to \$2,428,894 to include one (1) Pierce Enforcer Pumper and one (1) Pierce Enforcer Ascendant Aerial Tower, and authorize the ESD 11 Board President to execute the proposal and purchase agreements with Siddons-Martin.

Gabriel Perez briefed the Board that Chief Wendt had coordinated the discussion with Siddons-Martin on the development of proposals for the purchase of the Apparatus pieces. One of the keys was the end date to execute proposals by January 28, 2022 to lock the price and not be subject to a price increase February 1, 2022.

Recommendation to the Board to approve and execute the Siddons-Martin proposal as presented.

Barry Stevens motioned approval; second by Earline Williams. Motion approved by 3/0 vote.

7. Financial Discussions and Appropriate Action:

- a. Review of the District's financial reports.

Gabriel Perez briefed the Board on the progress by the Auditor Consultant on reconciling the Fiscal Years and preparing a fiscal report to be provided at the next Board meeting.

No Board action was taken on this item.

- b. Update on the monthly Sales Tax receipt for the District.

Gabriel Perez provided the ESD 11 Board with exhibits outlining the Sales Tax Collections received for the month, and to date, to include year to year analysis and projections.

No Board action was taken on this item.

- c. Action to select HdL Companies for ESD 11 sales tax recovery services, authorize the ESD 11 Board President to execute proposal and Agreement for services contingent on Legal Consul review and recommending final form documents.

The Board was briefed on the vetting of different Sales Tax recovery firms following the presentation to the ESD 11 Board by HdL at the November 18, 2021, ESD 11 Board meeting. Based on the vetting process the recommendation is to contract with HdL to provide sales tax recovery services to ESD 11.

Barry Stevens motioned approval; second by Earline Williams. Motion approved by 3/0 vote.

**FEBRUARY 16, 2022 AGENDA ITEM
BOARD MEETING MINUTES OF JANUARY 20, 2022**

- d. Brief the ESD 11 Board on the Budget Planning Process to commence in February – March, 2022 to develop the financial needs assessment for Fire Operations to be considered for the FY2022-2023 budget in anticipation of timing for equipment and staffing needs for the new Station 141 projected operational date of April, 2023. ***Gabriel Perez briefed the Board on the process to start the FY2022-2023 budget work sessions in the February / March, 2022 timeframe. This early start is planned based on the development of the second Fire & Safety facility and the necessary hiring of staff, and purchase of necessary equipment for the new Apparatus pieces, as well as necessary essential equipment for the new facility. It is currently projected that the new facility will be complete and operational in the May, 2023 timeframe. This would require the expenditure of fiscal resources possibly in the current fiscal year, and in early FY2022-2023 No Board action was taken on this item.***
- e. Authorization by the Board to approve payments for the District, to include the following Station No. 141 project related items:
Earline Williams motioned to approve payment of District bills to include agenda items 7.e., 1), 2), and 3).; second by Barry Stevens. Motion approved by 3/0 vote.
- 1) Action to approve payment to Debra Dockery Architects, PC for Invoice No. 04 in the amount of \$48,942.88 for 95% Construction Documents.
 - 2) Action to approve payment to MTR Engineers in the amount of \$10,640 to include \$5,340 for engineering design services for the Fire Facility site, and \$5,300 for the Gulf Shore Blvd. Ext. project.
 - 3) Action to approve payment to Perez Project Consulting, Inc. Invoice No. 09 in the amount of \$6,750 for Project Management / Construction Management services for development of the Bexar County Emergency Services District No. 11 Fire & Safety Facility – Station 141 project, and the Gulf Shore Extension Project.
8. Discussion of agenda items to be added to the next regularly scheduled monthly Board meeting on February 17, 2022.
No Board action was taken on this item.
9. Adjourn.
At 7:15 p.m., there being no further business before the ESD 11 Board, a motion was made by Earline Williams; second by Barry Stevens to adjourn the meet. Motion approved by 3/0 vote. Meeting was adjourned.

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, January 17, 2022.

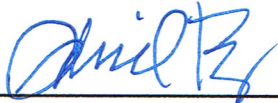
**FEBRUARY 16, 2022 AGENDA ITEM
BOARD MEETING MINUTES OF JANUARY 20, 2022**

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**