

**Bexar County
Emergency Services District No. 11
Meeting Notice
February 16, 2022
6:00 P.M.**

Bexar County Emergency Services District No. 11 will conduct a Regular Board meeting at the ESD No. 11 Fire Facility located at 4511 Texas Palm Drive, Converse, Texas 78109 on February 16, 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 6:00PM. A quorum was present. 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 January 20, 2022 Bexar County Emergency Services District No. 11 Board meeting minutes.
Barry Stevens motioned approval; second by Earline Williams. Motion approved by 5/0 vote.
4. Discussion on the SAFE D Conference to be held February 17 (Thursday arrive) – 19 (Saturday leave), 2022 in Roundrock, TX.
Brief discussion on the SAFE D Conference related to arrangements and check in process, transportation, and the conference sessions to attend. No Board action required on this item.
5. Bexar County ESD 11 Fire Chief's report regarding emergency operations, response times, call volume, training, management activities, personnel and authorizing appropriate action as necessary:
Discussion by Chief Wendt on the extremely busy activity for fires every day. Will be planning to bring on extra person on shift for extra coverage. Has been looking to fill one vacancy. Currently working on upcoming six month evaluations of staff. No Board action required on this item.
 - a. Discussion and appropriate action on purchase of vehicle stabilization struts.
Follow up presentation from previous Board meet on procurement of vehicle stabilization struts. Board provided one page comparative analysis of three different vendors to compare pros and cons against price of item. To be placed on ladder truck once it arrives, in the interim will be placed on pumper

MARCH 17, 2022 AGENDA ITEM
BOARD MEETING MINUTES OF FEBRUARY 16, 2022

truck. Delivery time of product 3 to 4 weeks. Recommendation to purchase Res Q Struts.

Robert Brown motion to purchase per staff recommendation; second by Barry Stevens. Motion approved by 5/0 vote.

- b. Discussion and appropriate action on purchase of EMS training equipment.
Briefing on current process of Dr. allowing training in lieu of Paramedics. Discussion on 2 phone apps that include (1) Pediatric Based Cardio, and (2) Pulsaver which is a patient reporting software that takes all vitals which is real time accessible by Dr.'s. Dr. Everette encouraged the use of the apps as a pilot program for ESD 11.
Next discussion presented the review of equipment to purchase which assists in the staff training on the process for the above items. Four vendors / equipment were discussed with the staff recommendation to purchase the equipment from Integris art a cost of \$6,758.96.
Barry Stevens motion to purchase per staff recommendation; second by Robert Brown. Motion approved by 5/0 vote.
- c. Discussion of progress on updates to SCBA.
This discussion was a follow up from a previous Board approval to purchase SCBA related equipment. The equipment has not yet been purchased. Have checked the prices with one vendor. Stopped on the purchase of the equipment with the thought of selling the current full equipment on forum similar to Gov Deals, and purchase new state of the art equipment versus just upgrading a part of the current equipment.
No Board action was required on this update briefing.
- d. Discussion and appropriate action on acquisition of cell phones for apparatus.
Discussion to acquire cellular phone to support the two phone apps discussed under Item 5.b. To support the apps would require the subscription for two phone lines at a cost of \$39 per month. Due to the mission and use of the cellular lines the Vendor had comped two Galaxy S21 cellular phones for the two new line subscriptions.
Barry Stevens motion to purchase the two cellular subscriptions as staff recommended, second by Rudy Herrera. Motion approved by 5/0 vote.
- e. Update on the future equipment purchase for the additional apparatus.
This item was only a briefing to start the discussion on the purchase of equipment for the new apparatus currently being purchased. A report was provided where other ESD's have spent as much as \$250,000 to equip the new vehicles. One of the key thoughts was to explore partnering with other organizations to experience an economic efficiency on cost.
No Board action was required on this briefing.
- f. Run Report.
Chief Wendt indicated there were 216 calls for the month which was 15 higher than the previous busiest month. He 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.

**MARCH 17, 2022 AGENDA ITEM
BOARD MEETING MINUTES OF FEBRUARY 16, 2022**

No Board action was required on this briefing.

- g. Upcoming events.

Chief Wendt reported on three upcoming events:

- 1. ESD 11 Badge Pinning Ceremony to be rescheduled**
- 2. Metzger Middle School has requested a Career Day presentation with a date to be determined**
- 3. Cooperative training with the City of Converse & City of Kirby**
- 4. Upcoming SAWS hydrant maintenance activity prompted by new SAWS staff in place**

No Board action was required on this briefing. John True did take the opportunity to discuss the staff work and follow up for the Fire Employee who fractured their foot off-duty by making sure their AFLAC benefits applied, and fellow staff were coordinating volunteer covering of shift while employee was on leave without pay.

6. Administrator Report and items for consideration and authorizing appropriate action as necessary:

- a. Discussion and appropriate action approving the issuing of Debt in the amount of \$2,353,058 by ESD 11 through Government Capital and authorizing the appropriate ESD 11 Board members to execute PROMISSORY NOTE AGREEMENT No. 9844 to include associated documents, and Resolution, for financing the purchase of two (2) new fire apparatus pieces to include one (1) Pierce Enforcer Pumper and one (1) Pierce Enforcer Ascendant Aerial Tower.

Gabriel Perez, ESD 11 Administrator, briefed the Board for Items 6.a. and 6.b. as a culmination of over a year of planning and work with various groups to make the New Fire Facility Station 141 project and apparatus equipment purchase come to fruition. Last months ESD 11 Board approval of a Resolution to lock the debt interest rate for financing the new facility project and apparatus pieces, and action to approve the purchase of apparatus equipment were key piece for this process.

The action items for Items 6.a. and 6.b. are a recommendation for the ESD 11 Board to approve issuing of debt through Government Capital for the captioned respective items and amounts and authorizing the appropriate ESD 11 Board members to execute Promissory Note Agreement No 9844 to fund the purchase of apparatus equipment, and to execute the Promissory Note Agreement for funding of the Station 141 project. Each caption item discussed and recommended will require a separate motion and vote by the ESD 11 Board.

Barry Stevens motioned approval for Item 6.a. to approve the debt issuance of \$2,353,058 through Government Capital to purchase the two pieces of apparatus and authorize the appropriate ESD 11 Board members to execute Promissory Note Agreement No. 9844 to include associated documents and Resolution for the financing; second by Earline Williams. Motion for Item 6.a. approved by 5/0 vote.

- b. Discussion and appropriate action approving the issuing of Debt in the amount of \$7,146,942 by ESD 11 through Government Capital and authorizing the appropriate ESD 11 Board members to execute a PROMISSORY NOTE AGREEMENT to

**MARCH 17, 2022 AGENDA ITEM
BOARD MEETING MINUTES OF FEBRUARY 16, 2022**

include associated documents, and Resolution, for the financing of a new Fire Facility – Station 141 to be located at 7412 Walzem Rd.

Barry Stevens motioned approval for Item 6.b. to approve the debt issuance of \$7,146,942 through Government Capital to finance the new Fire Facility – Station 141 to be located at 7412 Walzem Rd. and authorize the appropriate ESD 11 Board members to execute Promissory Note Agreement to include associated documents and Resolution for the financing; second by Robert Brown. Motion for Item 6.b. approved by 5/0 vote.

- c. Discussion and appropriate action for recommended modifications to the Bexar County ESD 11 Purchasing Policy originally approved on May 20, 2021.
**Gabriel Perez, ESD 11 Administrator, briefed the Board on the ongoing process to review and amend the current approved ESD 11 Purchasing Policy, and Employee Handbook. Key to the process was to ensure that the appropriate employee notices and documentation were in place at the Station for any of the events identified in the documents. The process will include a staff briefing on, at a minimum, the process for FMLA, Workman's Comp, and Grievances.
No Board action was required on Items 6.c. and d,**
 - d. Discussion on the process to develop modifications to the Bexar County ESD 11 Employee Handbook originally approved on May 20, 2021.
7. 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 a one page summary report of the activity for Items 7.a. and b. It was indicated to the Board that the new Fire Facility – Station 141 project started to advertise for bids this same date. A second bid would occur on February 23, 2022 with a Pre-Bid meet to follow on Wednesday, March 2, 2022. The current schedule is to receive and open bids on Thursday March 24, 2022. Based on this current schedule the goal is to issue a Contractor Notice to Proceed to commence construction work in May, 2022.

The Gulf Shore Blvd. Extension project is currently receiving final reviews by Bexar County Public Works and will likely be bid 2 to 3 weeks following the facility bid timeline. This staggering of bid dates for the two projects will benefit the initial construction stage for the facility site and earth work traffic. No Board action required on this item.
 - b. Status of Debt Variance Request by the City of San Antonio.
The Board was briefed on the City of San Antonio process for the consideration to grant a variance to ESD 11 to issue debt in excess of \$20,000:
 - 1. **The City of San Antonio Intergovernmental (IGR) Committee met on Wednesday, February 9, 2022 and voted to recommend granting of the variance to be considered at the next City Council meet.**

**MARCH 17, 2022 AGENDA ITEM
BOARD MEETING MINUTES OF FEBRUARY 16, 2022**

2. The City of San Antonio City Council A Session Regular meet is scheduled for Thursday, February 17, 2022 to consider the item which is on the Consent Agenda with a Staff recommendation to approve. No Board action was required on this item.

8. Financial Discussions and Appropriate Action:

a. Review of the District's financial reports.

Gabriel Perez provided the Board the recently completed Audit process year to date budget, and associated documents reconciling all ESD 11 financial activity and financial position statements. It was reported to the Board that based on the current budget report there will be a future Budget Work Session to amend the budget as needed. This process will get the overall budget for ESD 11 in an excellent position as recognized by ESD 11's monthly and annual Auditor's. No Board action was required 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 future sales tax collection projections. No Board action was required on this item.

c. Authorization by the Board to approve payments for the District, to include the following Station No. 141 project related items:

Barry Stevens motioned to approve payment of District bills to include agenda items 8.c., 1) and 2); second by Earline Williams. Motion approved by 5/0 vote.

1) Action to approve payment to MTR Engineers in the amount of \$4,888 to include \$1,335 for engineering design services for the Fire Facility site, and \$3,553 for the Gulf Shore Blvd. Ext. project.

2) Action to approve payment to Perez Project Consulting, Inc. Invoice No. 10 in the amount of \$7,050 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.

9. Discussion of agenda items to be added to the next regularly scheduled monthly Board meeting on March 17, 2022.

No Board action was required on this item.

10. Adjourn.

At 7:52 p.m., there being no further business before the ESD 11 Board, a motion was made by Robert Brown; second by Earline Williams to adjourn the meet. Motion approved by 5/0 vote. Meeting was adjourned.

**MARCH 17, 2022 AGENDA ITEM
BOARD MEETING MINUTES OF FEBRUARY 16, 2022**

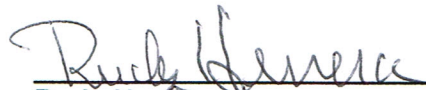
The above notice was posted on the Bexar County Emergency Services District No. 11 website, www.BCESD11.org, and at ESD 11 Station 140, 4511 Texas Palm Dr., Converse, TX., 78109 before 6:00 P.M., Sunday, February 13, 2022.

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:



**Gabriel Perez
ESD 11 Administrator**



**Rudy Herrera
ESD 11 Board Secretary**