

**Bexar County  
Emergency Services District No. 11  
Meeting Notice  
February 16, 2023  
6:00 P.M.**

**Bexar County Emergency Services District No. 11 (BCESD11) will conduct a Regular Board meeting at the BCESD11 Fire Facility located at 4511 Texas Palm Drive, Converse, Texas 78109 on February 16, 2023 beginning at 6:00 P.M. The following items will be discussed:**

1. Call the BCESD11 Board meeting to Order and establish a quorum. 6PM Present were True, Stevens, Brown & Williams
  - a. Pledge of Allegiance
2. Citizen Public Forum (3-minute time limit per individual).None
3. Approval of the January 19, 2023 BCESD11 Board meeting minutes. As written, motion made by Commissioner Brown & 2<sup>nd</sup> by Commissioner Williams Motion passes 4/0
4. Presentation by Perez Project Consulting, Inc. Providing an update on the development of the BCESD11 Station 141 and associated projects, and Gulf Shore Blvd. Extension Project and authorizing action as necessary: Mr. Perez briefed the board on the progress of the road project. Explained timelines, punch lists with an anticipated road opening in two months. The building project is running smoothly even with some weather challenges. Concrete scheduled to pour in mid-March early in the morning. Mid-November is the anticipated date of near completion of the new fire station.

Mr. Perez provided some additional insight to the bills previously paid on both projects including a summary sheet. Mr. Perez spoke to some of the overages regarding his invoices and that of Terracon. There will be a change order coming to address Terracon overage. He reminded the board that there is a contingency for items that present themselves that fall outside of the original budget. Commissioner Stevens remarked that he did not think it is necessary for Mr. Perez to provide in depth details on all the pay applications at each meeting. Should someone have a specific question, they can contact Mr. Perez directly. President True invited any board member to attend the construction meetings and to let him know if they wish to do so.

Mr. Perez also urged the board to have future discussions on the remaining lot at the Station 141 project and the intention of this land. Commissioner Williams asked if there was a current appraisal. Mr. Perez said there was not one.

President True updated the board on his intention to provide food for the workers during the concrete pour. This would be at a nominal charge.

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- a. Report on the progress of Gulf Shore Blvd. Extension Project and
  - b. Report on the progress of New ESD 11 Fire & Safety Facility – Station 141 Project
5. Action to approve payments for Gulf Shore Extension – Pay Application No. 07 in the amount of \$125,314.20 to Jerdon Enterprise, L.P. for construction services through January 31, 2023. *As written, motion made by Commissioner Stevens & 2<sup>nd</sup> by Commissioner Williams Motion passes 4/0*
6. Action to approve payment for Station 141 Project – Pay Application No. 03 in the amount of \$270,003.80 to CGC General Contractors for construction services through January 31, 2023. *As written, motion made by Commissioner Brown & 2<sup>nd</sup> by Commissioner Stevens Motion passes 4/0*
7. Action to approve payments to MTR Engineers, LLC in the amount of \$911.95 for construction administration services for the Gulf Shore Blvd. Extension Project. *As written, motion made by Commissioner Williams & 2<sup>nd</sup> by Commissioner Brown Motion passes 4/0*
  - a. Gulf Shore Blvd. Extension Project invoice in the amount of \$711.75
  - b. Fire Station No. 141 invoice in the amount of \$200.20
8. Action to approve payment to Terracon in the amount of \$10,230.00 for construction observation and material testing as follows: *As written, motion made by Commissioner Stevens & 2<sup>nd</sup> by Commissioner Williams Motion passes 4/0*
  - a. Invoice No. 05 in the amount of \$2,492.50 for the Gulf Shore Blvd. Extension Project
  - b. Invoice No. 03 in the amount of \$7,737.50 for the Fire Station 141 Project
9. Action to approve payments to Perez Project Consulting, Inc. for Invoice No. 22 in the amount of \$16,000.00 for Project management services through January 31, 2023 to include: *As written, motion made by Commissioner Williams & 2<sup>nd</sup> by Commissioner Stevens Motion passes 4/0*
  - a. \$16,000.00 related to the BCESD11 Fire Station No. 141 project
10. Bexar County ESD 11 Fire Chief's report regarding emergency operations, response times, call volume, training, management activities, purchases, personnel and authorizing appropriate action as necessary.
  - a. Run Report *Chief Wendt provided handouts. Calls for the month included a house fire. A member of the Fire Marshall's office is looking into what can be done at another house fire that is still inhabited.*
  - b. Radio Purchase *Vendor has additional radios available. Since utilizing this resource for purchases, we are under budget by \$25,000 with total cost of \$128,000. Total purchased to date 11 and tonight we are asking for 13 more for \$69,485 . Motion made for the approval to purchase 13 radios for \$69,485 made by Commissioner Stevens & 2<sup>nd</sup> by Commissioner Brown Motion passes 4/0*
  - c. Fee Schedule *Chief Wendt provided a sheet outlining the class fee schedule to begin charging other agencies for the training that is provided by BCESD11 in*

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person and online. As read, motion made by Commissioner Brown & 2<sup>nd</sup> by Commissioner Williams Motion passes 4/0

- d. Staffing We have had one resignation and currently taking applications.
- e. Upcoming Events Skills testing in mid-March for aerial driver operator class. Smoke detector program continues to increase with requests. Area First Responder meeting today at the station and every seat was taken. Also in attendance was 7 physicians and University Health System as well as local ESD's. Captain Everetts (Assistant Chair) also briefed the board of the importance of the collaborations of this group. This was a very productive meeting.

11. Financial Discussions and Appropriate Action:

- a. Review of the District's financial reports Ms. Foster distributed reports for the period ending January 31, 2023. Explained to the board that we are at 30% of the budget. Nothing material to report except for the items in capital that Mr. Perez spoke to earlier. Revenues to date are 2.5 million and is 43% of the budget which is over forecast and that is good news. As for expenses to date, \$924,000 which is 23%. These numbers tell us that we are doing a good job preparing the budget and keeping our expenses in line with our goals. President True shared with the board his desire to invest some reserves in a CD (12month) that will earn some better interest. He will discuss with the bank and see what the options are and bring back that information.
- b. Update on the monthly Sales Tax receipt for the district Ms. Foster distributed reports for the earnings from December, reported in January and deposited in February. We are showing a 12% increase which is in line with our trajectory. Robin with HDL, which is the company that assists BCESD11 in ensuring that every tax dollar is reported in our area, has relayed that HDL does have a couple of items in the audit stage and hopes to deliver some good news real soon. I would like to invite Robin here to our April meeting before we kick off budget.

12. Discussion of agenda items to be added to the next regularly scheduled monthly Board meeting on March 16, 2023.

13. Adjourn. 7:01PM Motion made by Commissioner Stevens & 2<sup>nd</sup> by Commissioner Williams Motion passes 4/0

*Kathy Foster*  
*Administrator*


I certify that the above notice of meeting was posted at BCESD11 Station 140 at 4511 Texas Palm Dr., Converse, TX 78109 and at [www.BCESD11.org](http://www.BCESD11.org) by 6:00 P.M. on Monday, February 13, 2023.

Note: The Board may retire to Executive Session any time between the meeting's opening and adjournment for any purposes 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

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551.072). Action, if any, will be taken in open session. This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretative services must be made 48 hours prior to this meeting. Please contact the Administrator, for concerns or requests, at (210) 467-5878. Anyone wishing to record or film the meeting will do so in the designated area.

ATTEST:

  
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Rudy Herrera, BCESD11 Secretary

  
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Kathy Foster, BCESD11 Administrator