

**MINUTES  
REGULAR MEETING  
EMERGENCY SERVICE DISTRICT 6 FIRE & RESCUE, INC. ("ESD6 F&R")  
Wednesday, May 24, 2017**

In accordance with chapter 551 of the Texas Government Code, notice is hereby given to the public that the board of directors of Emergency Service District 6 Fire & Rescue, Inc., a Texas non-profit corporation, had a regular board meeting on May 24, 2017, immediately following the scheduled 6:00 p.m. meeting of the Commissioners of the Bexar County Emergency Services District No. 6, at the District office, located at 2220 South Loop 1604 E., San Antonio, Texas 78264.

**NOTICE:** Because certain financial matters are interrelated with respect to performance of fire and rescue functions, notice is hereby given that the Treasurer's Report and funding requirements may require consideration of District 6 action items out of sequence via a recess of the Board Meeting to allow the other entity to take action and thereafter return to this agenda for purposes of budgetary approval and audit tracking.

**1. Call meeting to order and establish a quorum.**

*Meeting was called to order at 7:35 pm and a quorum was established. Board members in attendance were Sofia Castillo, Isaac Griego, Christopher Cavazos, and Edgar Castillo.*

**2. Consent Agenda**

All items listed below are considered to be routine and non-controversial by the Board and will be approved by one motion. There will be no separate discussion of these items unless a Board member so requests, in which case the item will be removed from the consent agenda and will be considered as part of the order of business.

- Approval of the Minutes of the April 25, 2017 Regular Board Meeting
- Presentation, consideration and approval of the Treasurer's Report.
- Ratify payments made of routine monthly bills for ESD6 Fire & Rescue since the last meeting and consider approval of the bills due for the month of June 2017 as presented and including authorizing account transfers as necessary.

*Motion was made by Director Cavazos to approve the consent agenda items including the minutes and the treasurer's report as presented but would like to address the bills separately. Motion was seconded by Director Griego. Motion carried 4/0.*

*Director Cavazos asked Chief Rodriguez to check into a possible duplicate charge on the Siddons repair bill.*

*Motion was made by Director Cavazos to ratify payments made and approve bills, including the Siddons Martin bill once the charge is clarified, and authorize the account transfer as presented. Motion was seconded by Director Sofia Castillo. Motion carried 4/0.*

The Board of Directors reserves the right to adjourn into Executive Session at any time to discuss any of the matters listed below, as authorized by Chapter 551 of the Texas Government Code, Vernon's Civil Statutes, Subchapter D, as it pertains to private consultation with the Board's attorneys (§551.071); deliberation about Real Property (§551.072); deliberations about Gifts and Donations (§551.073); as it pertains to Personnel (§551.074); deliberations about Security Devices (§551.076); and Economic Development (§551.087). EXECUTIVE SESSION ITEMS MAY BE DISCUSSED AND ACTED UPON, IF APPROPRIATE IN OPEN SESSION.

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- 3. Receive report from auditor, Jeremy Barbatto, discuss and take any action necessary regarding the Emergency Service District 6 Fire & Rescue's Annual Financial Statement including approval of submission to the Bexar County Auditor.**

*The auditor's report was received and approved during the recess of the ESD, No. 6 meeting.*

- 4. Operations Report: The Board will receive a monthly status report from District 2 Fire & Rescue in regards to call volumes, run reports, and response times in the District 6 area (Station 161) year-to-date. The Report will include the operational capacity of trucks, upcoming or past trainings for the month, public relations or community events, station concerns, and any other pertinent information, including recommendations and actions for improved ISO rating. [15 minute limit unless Board approves longer time period]**

*Chief Ralph Rodriguez gave the report. A copy is attached and hereby made a part of these minutes.*

- 5. [Headquarters] The Board will receive, discuss and consider taking written proposals to be reviewed and/or accepted at the immediate next Board Meeting for (a) flooring / bathroom remodel and/or (b) status of deck repair / replacement for the property located at 2220 S. Loop 1604 E with deadlines to be performed this fiscal year.**

*Director Griego reported that he visited several times during the construction of the deck and was satisfied with the work done. The contractors have been paid minus \$200 for them to return and paint the deck in approximately 30 days.*

*Director Cavazos recused himself from voting or deliberating on the bathroom remodel as he knows one of the bidders socially.*

*The Board reviewed and discussed the 3 bids submitted (Syde Jobs, Advanced Remodeling, and Jonathon Cantu). Motion was made by Director Sofia Castillo to accept the proposal from Advanced Remodeling but ask that they remove the sales tax from the bid. Motion was seconded by Director Edgar Castillo. Motion carried 3/0 with Director Cavazos abstaining.*

*Director Cavazos directed staff to obtain form DWC-83 from the contractor prior to him starting.*

- 6. The Board will receive a report and recommendations from Commissioner Edgar Castillo regarding the inspection of the WCESD2 equipment covers as discussed with Christy Merendon and take any action deemed appropriate.**

*This item was tabled until the next meeting.*

- 7. The Board will discuss and consider a streamlined process for making purchases by two (2) designated officers of D2FR.**

*Motion was made by Director Cavazos to adopt the following policy in regards to the Lowe's credit card:*

- Staff will sign the Lowe's card out to the officer on duty at the end of the day and then collect the card back upon her return the next day.*
- Firefighters are to use their first name as the PO number*

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- *Anything over \$100 requires prior approval by the Treasurer*  
*Motion was seconded by Director Edgar Castillo. Motion carried 4/0.*

**8. The Board will be asked to discuss, consider, and take appropriate action regarding the Interlocal Agreement for FY2018 between ESD6 Fire & Rescue and Bexar County ESD6.**

*Mr. Rosenberg presented a draft for the board to review by the next regular meeting. No action taken.*

**9. The Board will discuss and take appropriate action regarding the Interlocal Agreement for FY2018 between ESD6 Fire & Rescue and Bexar County ESD2.**

*No action was taken on this item.*

**10. The Board will discuss and consider appropriate action regarding a community public relations event tentatively planned for Saturday, June 24, 2017.**

*Motion was made by Director Griego to approve the community event for June 24, 2017 from 10:00 am to 1:00 pm for a budget not to exceed \$500 and for each Board member to make at least 3-5 calls for donations. Motion was seconded by Director Edgar Castillo. Motion carried 4/0.*

*Mr. Rosenberg donated \$250 and Director Griego said he would check with the school about doing the flyers.*

**11. Adjourn.**

*Meeting was adjourned at 8:51 pm.*

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