

**MINUTES
BEXAR COUNTY
EMERGENCY SERVICE DISTRICT NO. 6
REGULAR MEETING
Tuesday, January 27, 2015**

In accordance with chapter 551 of the Texas Government Code, notice is hereby given to the public that the Commissioners of the Bexar County Emergency Service District No. 6 had a regular board meeting on January 27, 2015 at 6:00 pm at the ESD, No. 6 District Office located at 2220 S. Loop 1604 East, San Antonio, TX 78264.

1. Call to order:

Meeting was called to order at 6:14 pm.

2. Establish a quorum:

A quorum was established. Board members in attendance were Sofia Castillo, Christopher Cavazos, and Isaac Griego. Ray Lopez arrived at 6:46 during non-action item #6.

3. Citizens to be heard: (3 minute limit)

There were no citizens signed in to speak.

4. Treasurer's report:

Commissioner Cavazos reported to the board the bank balance at the last regular meeting of \$55,497.71; income since last meeting of \$146,477.; expenses since last meeting of \$32,531.07; leaving a current bank balance of \$169,443.64.

Motion was made by Commissioner Cavazos to accept the Treasurer's report as presented. Motion was seconded by Commissioner Griego. Motion carried 3/0.

5. Consider approval of the minutes for the Regular Meeting on December 23, 2014 and the Workshop / Training (Safe-D) on January 15 through 17, 2015.

Motion was made by Commissioner Cavazos to approve the minutes for the regular meeting on December 23, 2014 and the workshop/training on January 15 through January 17, 2015. Motion was seconded by Commissioner Griego. Motion carried 3/0.

NON-ACTION ITEMS:

6. Operations Report: The Board will receive a monthly written status report from District 2 Fire & Rescue in regards to call volumes, run reports, and response times in the District 6 area (Areas 161 & 163) year-to-date. The Report will include the operational capacity of trucks, upcoming or past trainings for the month, public relations or community events, and any other pertinent information.

Assistant Chief Ralph Rodriguez was present to give the report. He reported 150 calls for the month of December for Station 161 with an average response time of 8:10; 24 calls for the month of December for Station 163 with an average response time of 8:32. The average response time for the district as a whole was 8:21. Commissioner Castillo noted the top 5 EMS calls were not included for this month.

Chief Rodriguez also gave the board a handout that included a status report on vehicles, personnel, training, and equipment.

There was a brief discussion regarding the recent meeting with the ISO Field Representative, Art Rawlings, regarding his findings and requirements of a structure to protect the vehicles from freezing

temperatures. Legal Counsel, Lou Rosenberg, was critical of the ISO process. Chief Rodriguez suggesting hiring an ISO consultant as ESD2 is doing to assist in the process. Staff was directed to inquire as to the cost of a consultant and to get the written report from Art Rawlings.

7. Administrative Report: The Board will receive a status report from staff on the condition and repair forecast for the 2008 Ford F550, vin #8529 (white brush truck) and other items assigned for follow-up during previous board meetings.

Staff reported on the following items:

2008 Ford F550 Brush Truck – Truck is still in the shop being evaluated by Mike of Mobile Automotive Doctors. There was some confusion as to the original problem with the truck but the D2FR personnel most knowledgeable of that particular truck has spoken to the mechanic and a proposal for repair is expected soon.

Thermal Imaging Camera – ESD, No. 2 put a camera in engine 163 so the district does have 2 cameras. Chief Al Castillo continues to help staff shop for a camera within our price limit of \$6,000.

Road signs for Station 163 – The county has installed the road signs on Pleasanton Road clearly marking the existence of a fire station.

Exterminator for Station 161 – Exterminator was called for rats. There have been a couple of follow ups. Rat problem does seem to be under control at the time being.

Microsoft Office software – The original vendor was out of stock when the order was made through Amazon.com. A second order was made with another vendor at a slightly lower price and the program has been shipped.

ACTION ITEMS:

8. The Board will be asked to discuss and consider getting proposals to erect a structure or structures per ISO guidelines to protect fire engines from inclement weather in order to get credit for the stations thereby creating a benefit to the citizens of District 6 by getting a lower rating and better insurance premiums.

Motion was made by Commissioner Cavazos to appoint a 2 person committee consisting of Commissioner Griego and Commissioner Cavazos to work with staff to research the ISO requirements and construction cost of a structure to protect the engines from inclement weather and to report back to the board at a future meeting. Motion was seconded by Commissioner Griego. Motion carried 4/0.

9. The Board will review proposals and take appropriate action regarding kitchen cabinetry / upgrades in the kitchen and repairs / improvements to lighting for Station 161.

Motion was made by Commissioner Cavazos to postpone action on kitchen cabinetry and direct staff to call at least two licensed electricians for proposals on repair/upgrade to electricity at Station 161 with the focus on safety. Motion was seconded by Commissioner Griego. Motion carried 4/0.

10. The Board will receive a status report from staff and take appropriate action on the clean up and security effort regarding the District owned property at 19500 Hwy 281 South, San Antonio, TX 78221.

Motion was made by Commissioner Cavazos to approve hiring a surveyor to mark the property boundaries for the district owned property at 19500 Hwy 281 South for an amount not to exceed \$1,950 with the comparison of one to two more bids. Motion was seconded by Commissioner Griego. Motion carried 4/0.

11. The Board will be asked to consider and adopt the Texas State Library and Archives Commission Policy Model 4 for records retention and management.

Noting the Policy already in place by the District (Policy & Procedures Manual, Article 9), Motion was made by Commissioner Griego to direct staff to send a copy of the policy to the Texas State Library and Archives Commission. Motion was seconded by Commissioner Lopez. Motion carried 4/0.

12. The Board will be asked to discuss and designate Records Management Officer for Bexar County ESD, No. 6 in accordance with Title 6, Subtitle C, Local Government Code (Local Government Records Act).

Motion was made by Commissioner Griego to designate President Sofia Castillo as Records Management Officer for Bexar County ESD, No. 6. Motion was seconded by Commissioner Lopez. Motion carried 4/0.

13. The Board will be asked to discuss and consider scheduling a follow-up Strategic Plan Meeting for February or March to finalize the ESD6 Strategic Plan.

Motion was made by Commissioner Griego to schedule a Strategic Plan Meeting for Saturday, March 7, 2015 at 1:00 pm in the District office. Motion was seconded by Commissioner Cavazos. Motion carried 4/0.

CONSENT AGENDA ITEMS (Nos. 14 - 17):

Motion was made by Commissioner Lopez to approve all items on the consent agenda, item 14 through item 17 below. Motion was seconded by Commissioner Griego. Motion carried 4/0.

14. The Board will review proposals and take appropriate action regarding ESD, No. 6 signs for Stations 161 and 163 for an approximate cost of \$1,800 for both locations.

Approved.

15. The Board will review and consider approval for reimbursements to board members (meals, mileage/fuel) for the Safe-D annual conference held on January 15 through January 17, 2015 for an amount to be determined by receipts and/or the standard mileage rate of .565 per mile.

Approved.

16. The Board will be asked to ratify 2 brush truck payments made to Frost Leasing in the amount of \$10,384.81 each for the 2008 Ford F550 (white) and the 2008 Ford F550 (red) due on January 15, 2015.

Approved.

17. The Board will be asked to consider approval of the bills for ESD, No. 6 due and payable for the month of January for a total amount of \$158,876.43.

Approved. Itemized list as follows:

<i>Office lease</i>	<i>\$325.00</i>
<i>AT&T</i>	<i>\$140.00 (approx)</i>
<i>Louis T. Rosenberg, P.C.</i>	<i>\$2,138.00</i>
<i>Employee payroll</i>	<i>\$1,648.53</i>
<i>Employee reimbursements</i>	<i>\$58.20</i>
<i>941 Quarterly report</i>	<i>\$1,466.70</i>
<i>AACOG Membership</i>	<i>\$600.00</i>
<i>ESD, No. 2</i>	<i>\$152,500.00</i>
<i>Total</i>	<i>\$158,876.43</i>

18. Adjourn:

Motion to adjourn was made by Commissioner Griego. Motion was seconded by Commissioner Lopez. Motion carried 4/0. Meeting was adjourned at 7:38 pm.