

**MINUTES  
REGULAR MEETING  
BEXAR COUNTY EMERGENCY SERVICE DISTRICT NO. 6  
Thursday, October 26, 2017**

**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 October 26, 2017 at 6:00 pm at the ESD, No. 6 District Office located at 2220 S. Loop 1604 East, San Antonio, TX 78264.**

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

*Meeting was called to order at 6:03 pm and a quorum was established. Board members in attendance were Sofia Castillo, Christopher Cavazos, and Edgar Castillo. Isaac Griego was absent.*

**2. The Board will hear a brief presentation from Steven Cope, Operations Manager for Acadian Ambulance Service.**

*Steven Cope with Acadian Ambulance Service gave a brief overview of their operations and services. He said they have been serving Bexar County since 2008 and they are trying to make the ESD meetings on a regular basis to answer any questions or address any concerns anyone might have.*

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

*There were no citizens to speak. Others in attendance were Chief Ralph Rodriguez and Kyle Coleman from the Office of Emergency Management.*

**4. Consent Agenda:**

- **Approval of the Minutes of the September 26, 2017 Regular Board Meeting**
- **Presentation, consideration and approval of the Treasurer's Report.**
- **Approval of the bills for ESD, No. 6 due and payable for the month of November 2017 as presented and authorize account transfers as required.**

*Motion was made by Commissioner Sofia Castillo to approve the consent agenda items as presented.*

*Motion was seconded by Commissioner Edgar Castillo. Motion carried 3/0.*

*Commissioner Cavazos directed staff to transfer \$100,000 from the reserve account to the operating account.*

**5. The Board will be asked to consider and take action on the terms and annual selection of officers in August of each year.**

*Motion was made by Commissioner Cavazos to direct Counsel to draft a policy to have annual elections for officers in August of each year to take office the beginning of the fiscal year October 1. Motion was seconded by Commissioner Edgar Castillo. Motion carried 3/0.*

The Board of Commissioners 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, Sub-chapter 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.

**6. The Board will receive a report from the Investment Officer (same as Treasurer per the Policies & Procedures Manual).**

*The Policies & Procedures Manual was reviewed and it was determined no action was needed. This will be brought up in the June agenda of each year.*

*Motion was made by Commissioner Edgar Castillo to move the meeting into Executive Session for items 7 and 8 per Texas Government Code 551.071 Consultation with Attorney and 551.074 Personnel Matters. Motion was seconded by Commissioner Sofia Castillo. Motion carried 3/0. Time in 6:25 pm.*

*Motion was made by Commissioner Cavazos to resume the meeting in Open Session. Motion was seconded by Commissioner Edgar Castillo. Motion carried 3/0. Time was 7:12 pm.*

**7. The Board will hear a brief status report from Legal Counsel regarding the 2.301 acre lot located at 19500 State Hwy 281 South, San Antonio, TX 78221 including establishing a legal easement and take action as appropriate.**

*Motion was made by Commissioner Sofia Castillo to approve and authorize Legal Counsel to prepare a document for a formal ingress / egress easement for the property and attempt contact with the owners about an agreement. Motion was seconded by Commissioner Edgar Castillo. Motion carried 3/0.*

**8. The Board will be asked to consider and take action on establishing a benefits policy, including retirement program, for District Employee, i.e. the Administrator.**

*Motion was made by Commissioner Sofia Castillo to obtain information from TCDRS regarding retirement and present to the board at the next meeting; approval for 3 paid holidays for the year (Thanksgiving, Christmas, New Years Day) to be effective immediately; and amending the Policies & Procedures Manual to include 20 hours of paid time off for staff to be effective in the next calendar year beginning January 1, 2018. Motion was seconded by Commissioner Edgar Castillo. Motion carried 3/0.*

**9. The Board will be asked to consider and provide authorization and direct early reservation for attendance for the SAFE-D Conference in Galveston, Texas.**

*Motion was made by Commissioner Sofia Castillo to authorize staff to register with Safe-D and make reservations for 5 to attend (after confirming Commissioner Griego can attend) the Annual Conference in Galveston, TX on February 22<sup>nd</sup> through February 24<sup>th</sup>, 2018. Motion was seconded by Commissioner Edgar Castillo. Motion carried 3/0.*

**10. The Board will be asked to discuss and consider meeting dates for November and December regular meetings.**

*Motion was made by Commissioner Sofia Castillo to set the November meeting date for Tuesday, November the 14<sup>th</sup> and the December meeting date for Tuesday, December 19<sup>th</sup>. Motion was seconded by Commissioner Cavazos. Motion carried 3/0.*

**11. Adjourn.**

*Meeting was adjourned at 7:24 pm.*

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