

**MINUTES
BEXAR COUNTY
EMERGENCY SERVICE DISTRICT NO. 6
REGULAR MEETING
Tuesday, September 29, 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 September 29, 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 6:12 pm.

2. Establish a quorum:

A quorum was established. Board members in attendance were Sofia Castillo, Raymond Lopez, Christopher Cavazos, and Isaac Griego.

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

There were no citizens to speak.

There were no audience members.

4. Treasurer's report:

Commissioner Cavazos reported the income since the last meeting was \$6,902.49 and the expenses since the last meeting were \$8,227.38. Balance of the Operating account is \$63,618.62; balance of the Debt service account is .20 cents; and the balance of the Reserve account is \$252,687.94. Commissioner Cavazos noted a transfer would be made from the Reserve account to the Operating account in order to cover the last quarterly payment on the current Interlocal Agreement.

Motion was made by Commissioner Cavazos to accept the Treasurer's Report as presented. Motion was seconded by Commissioner Lopez. Motion carried 4/0.

5. Consider approval of the minutes for the Regular Meeting on August 25, 2015, the Public Hearing and Special Meeting on August 31, 2015, and the Special Meeting on September 14, 2015.

There was a brief discussion and instruction to staff to include names of audience members in the future. Motion was made by Commissioner Griego to approve the minutes for the Regular Meeting on August 25, 2015, the Public Hearing and Special Meeting on August 31, 2015, and the Special Meeting on September 14, 2015. Motion was seconded by Commissioner Cavazos. Motion carried 4/0.

NON-ACTION ITEMS:

6. 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 (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. Report was given by Assistant Chief Trevor Wortes. Chief Wortes let the Commissioners know that he is now adding the map of calls to his report. Station 161 had 146 calls for the month of August with an average response time of 8:59. Station 163 had 32 calls with an average response time of 8:53. His report included current status of the vehicles, status of the new hires for updated staffing requirements, trainings, any station issues and public relation events. There was a brief discussion about the

accessibility of some of the roads in our area. Chief says to his knowledge, they have never missed a call because of that. He explained some of the ways the firefighters go about dealing with sandy, unpaved roads including running hoses from the engine to the smaller 4x4 trucks that can manage the sand. Chief Wortes will ask the firefighters to begin compiling a list of roads that are inaccessible. Mr. Rosenberg said this might be something that CDBG funding could help with in the future.

7. Administrative Report: The Board will receive a status report on items assigned to staff and board members:

- **Status report on preparation for new expenditures and administrative procedures due to an anticipated new Interlocal Agreement with ESD2 (Sheila)**

Staff went through the status of each of the "Line Item Expenditures":

Fuelman cards have been ordered and received for fuel purchases.

A Lowe's account has been opened and the card received for incidental station supplies. State Industrial Supply will begin billing the Fire & Rescue for the chemicals, soaps, and cleaners.

Directv will send the bills to the Fire & Rescue now.

Tiger Sanitation has been set up for trash bins and both stations.

Ozarka will now bill us for the drinking water.

The electric bill has been transferred to the Fire & Rescue.

Sentriforce (the security cameras at Station 163) and Modspace (lease at 163) will both begin billing the Fire & Rescue after October 1, 2015.

An O'Reilly's account has been set up for incidental auto supplies.

Two cell phones and 4 mobile hotspots will be ordered through AT&T. Staff got a proposal from Time Warner for the static line but it is very expensive. Further research is needed on that item.

Uniforms, vehicle maintenance / repair, and hose testing will remain reimbursable items that the Fire & Rescue will reimburse ESD, No. 2 on a monthly basis.

- **Status report on planning of Fire Prevention Fair (Com Griego & Com Lopez)**

Commissioners Lopez and Griego reported they are working on the event but there was nothing to report at this time. No action was taken.

ACTION ITEMS:

8. The Board will receive a status report from Legal Counsel regarding the mobile home located at 19500 Hwy 281 South, San Antonio, TX and consider possible action on declaring the mobile home as abandoned property, approving necessary documents to transfer the title to the District as abandoned property, and possible issuance of a refund to Ms. Maria Garcia due to length of time involved in this process.

Motion was made by Commissioner Castillo to approve declaring the mobile home as abandoned, approve necessary documents to transfer the title to the District as abandoned property, and direct staff to communicate with Ms. Maria Garcia and offer her a refund with right of first refusal should the board decide to readvertise, or have her give a counter proposal to be presented to the board at the next meeting. Motion was seconded by Commissioner Cavazos. Motion carried 4/0.

9. The Board will be asked to consider the creation of a committee to develop a Personnel Policy Manual, review and revise the job description of our Administrative Assistant, develop a tool to evaluate current and future staff.

Motion was made by Commissioner Griego to approve creating a Personnel Policy Manual for the District and to include job description, evaluation procedure, and training provision. Motion was seconded by Commissioner Cavazos. Motion carried 4/0.

10. The Board will be asked to consider approval of the bills for ESD, No. 6 due and payable for the month of September for a total amount of \$166,687.37.

Motion was made by Commissioner Cavazos to approve the bills for ESD, No. 6 due and payable for the month of September for a total amount of \$166,687.37 and to approve a transfer in the amount of \$152,500 from the Reserve account to the Operating account. Motion was seconded by Commissioner Griego. Motion carried 4/0.

POSSIBLE EXECUTIVE SESSION (per Chapter 551 Texas Government Code)

Motion was made by Commissioner Cavazos to move into Executive Session. Motion was seconded by Commissioner Griego. Motion carried 4/0. Meeting went into Executive Session at 7:40 pm.

11. The Board will be asked to receive advice from counsel and board committee to review, discuss, and consider approval of the Interlocal Agreement with Bexar County ESD, No. 2 upon the expiration of the current Interlocal Agreement on September 30, 2015.

This item was discussed in Executive Session.

12. The Board will discuss and consider entering into an Interlocal Agreement with Emergency Service District No. 6 Fire & Rescue as it pertains to 2.7 acres of real property at 2220 S. Loop 1604 East, San Antonio, TX 78264 as required for continued operations by the District and to improve the ISO rating.

This item was discussed in Executive Session.

Motion was made by Commissioner Griego to return to Open Session. Motion was seconded by Commissioner Lopez. Motion carried 4/0. Open Session resumed at 8:18 pm.

13. After Executive Session, the Board may take appropriate action in regards to items 11 and 12.

Item #11 – Motion was made by Commissioner Castillo to formally move this item to the Fire & Rescue meeting and have the Fire & Rescue board take action. Motion was seconded by Commissioner Cavazos. Motion carried 4/0.

Item #12 – Motion was made by Commissioner Castillo to take this item up with the Fire & Rescue board. Motion was seconded by Commissioner Griego. Motion carried 4/0.

14. Adjourn.

Meeting was adjourned at 8:22 pm.