

MINUTES



APPROVED

REGULAR MEETING

BEXAR COUNTY EMERGENCY SERVICE DISTRICT 5

March 19, 2020

In compliance with the provision of Chapter 551, Texas Government Code, notice is hereby given that a REGULAR MEETING of the Board of Commissioners of Bexar County Emergency Services District 5 was held at 7120 East 6th Street, Somerset, TX 78069 immediately following the meeting of the Directors of Bexar County ESD 5 Fire and Rescue.

- 1) **Call the Bexar County Emergency Services District 5 meeting to order and establish a quorum.**

Meeting was called to order at 7:11 pm and a quorum was established. Board members in attendance were Herschel Postert, Howard Dalros, Andrew Flores, Becky Schneider, and Robert Pierce.

- 2) **Invocation: Pledge of Allegiance to the American Flag.**

Commissioner Dalros led the pledge.

- 3) **Citizens to be heard: This item will be open for a maximum of 30 minutes with 3 minutes per speaker. (If there are more than 10 speakers, each will be given 2 minutes.)**

There were no citizens to speak.

- 4) **The Board will hear a brief presentation from R4 Strategies, Rudy Rodriguez, with action taken, if necessary**

Rudy Rodriguez was not present. Commissioner Schneider said she spoke with him by phone and told her, due to the corona virus, not much had gone on in the past 2 weeks.

- 5) **The Board receive a brief report from Chris Herrera, Office of Emergency Management, with action taken, if necessary**

Chris said he is working on getting the approval for the purchase of the 2020 Mini-Pumper on the county agenda for their next meeting. He also said updates on the radio project will be forthcoming.

- 6) **Consent Agenda:**

- a) **Minutes from the Regular Meeting on February 24, 2020 and the Budget Workshop on March 16, 2020**

Motion by Commissioner Schneider to accept the minutes as presented. Seconded by

The BCESD#5 Fire and Rescue reserves the right to adjourn into closed session at any time during the course of the meeting to discuss any of the matters listed above should such action be necessary as authorized by the Texas Open Meetings Act, Texas Government Code 551.071 (Consultation with Attorney), 551.074 (Personnel Matters) or 551.087 (Economic Development) and any other provision under Texas Law that permits this governmental body to discuss a matter in a closed session. Action, if any, will be taken in open session.

The BCESD#5 Fire and Rescue is committed to compliance with the Americans with Disabilities Act. Reasonable modification and equal access to communications will be provided upon request. Requests for accommodation or interpretive services at meetings should be made 48 hours prior to this meeting. Please contact BCESD#5 Fire and Rescue at (210) 259-5397.

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Commissioner Flores. Motion carried.

b) Review and approval of financials

Motion by Commissioner Dalros to accept the financials as presented. Seconded by Commissioner Flores. Motion carried.

c) Review and approval of budget amendments from the Budget Workshop

Motion by Commissioner Flores to move the \$46,600 from the F&R Budget line item "Debt: 2019 Ferrara Payment" to the ESD budget line item "Professional Services". Seconded by Commissioner Schneider. Motion carried.

7) Reports, presentations, and funding requests with action taken as appropriate:

(Reports should include: Financial reports (revenue and expenditures), Run Reports, Training Reports and Hours, Volunteer Hours)

a) Bexar County ESD 5 Fire and Rescue

Chief Estep presented his report in the F&R meeting.

b) Lytle Volunteer Fire Dept.

Chief Dear was not present. Monthly paperwork submitted showed 58 calls with an average response time of 8:30 and 157.5 hours of training.

8) Action items: Consider, discuss, and action as appropriate.

a) Formal approval and acceptance of the Special Warranty Deed from Bexar County on 2.73 acres off Montgomery Road to serve as a location for a future fire station, and any other matters related thereto

Motion by Commissioner Schneider to accept the Special Warranty Deed from Bexar County on the 2.73 acres off Montgomery Road. Seconded by Commissioner Pierce. Motion carried.

Legal Counsel said he needed a value for the title policy. Commissioner Dalros said to use \$100,000 as the market value.

b) Discussion and possible action regarding compliance with Cybersecurity training for employees and / or board members pursuant to HB3834

Motion by Commissioner Flores to comply with the required training. Seconded by Commissioner Dalros. Motion carried.

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It was noted the training applies to employees, not board members. Staff will work on finding and pricing the approved training.

- c) Discussion and possible action regarding removal from the Texas Emergency Services Retirement System (TESRS)**

No action taken on this item. Legal Counsel said there probably would not be a procedure in place to withdraw from the system until summer.

- d) Discussion and possible action to designate a Records Management Officer (form SLR504) and submit a Declaration of Compliance (form SLR508) to adopt the recommended local retention schedules**

Motion by Commissioner Flores to designate General Manager, Sheila Staggs, as the Records Retention Officer and approve forms SLR504 and SLR 508 as presented. Seconded by Commissioner Schneider. Motion carried.

- e) Discussion and possible action to designate an Investment Officer and approval of a District Investment policy pursuant to Government Code Chapter 2256 and Chapter 775 of the Health and Safety Code**

Motion by Commissioner Dalros to designate Board Treasurer, Becky Schneider, as the District's Investment Officer and adopt the Investment policy pursuant to Government Code Chapter 2256 and Chapter 775 of the Health and Safety Code. Seconded by Commissioner Pierce. Motion carried.

- f) Personnel issues: Including but not limited to hiring, terminations, discipline, suspensions, and compensation, and any other related matters**

No action taken on this item. There was a brief discussion about a contingency plan should the General Manager be quarantined due to the corona virus.

- g) Discussion and possible action to approve the Commissioner reimbursements and / or stipends for attendance at the 2020 Safe-D Conference**

No action needed. Commissioner stipends to be paid per District policy.

- h) Discussion and possible action regarding the litigation with the Somerset Volunteer Fire Department in reference to Cause No. 2019-CI-08846**

No action taken on this item.

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i) Discussion and possible action regarding the litigation with the City of San Antonio in reference to Cause No. 2019-CI-26125

No action taken on this item. Legal Counsel reported that he filed an amended petition to include ESD10.

9) Adjourn

Motion to adjourn by Commissioner Schneider. Seconded by Commissioner Pierce. Motion carried. Meeting adjourned at 7:48 pm.

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