

**Bexar County**  
**Emergency Services District No. 10**  
**Meeting Minutes**  
**November 17, 2017**  
**7:00 P.M.**

**Bexar County Emergency Services District No. 10 conducted a meeting at the Bexar County ESD Fire Station #1 located at 6658 E. Houston on November 17, 2017 beginning at 7:00 P.M. The following was discussed;**

- 1. Call the Bexar County Emergency Services District No. 10 Meeting to Order and establish a Quorum.** President Kelley called the meeting to order at 7:03 P.M.. Commissioners Lazar and Yates were in attendance and established a quorum, Commissioner Gray arrived approximately at 7:10 and advised she would not be able to stay for the meeting as she felt many of the agenda items needed to be broken out in a 5 year plan. President Kelley and Chief Hogan advised that the purpose of the meeting was to review the plan. Commissioner Gray advised she did not have time this evening and departed.
- 2. Citizens to be heard. (3 minute time limit per person)** No Citizens were present to be heard.
- 3. Approval of the meeting minutes from the October 16, 2017 meeting.** Commissioner Yates made a motion to approve the minutes, Commissioner Lazar seconded the motion, motion carried 3/0.
- 4. Discussion, updates and/or action on the following items;**
  - a. Command Staff Report – Given by Fire Chief Robert Hogan**
    - **Run report.** No questions
    - **Discussion and appropriate action to approve the repair of E164b mechanical seal on the pump, estimated cost of \$4500.00.** Commissioner Lazar made a motion to approve the repair, second by Commissioner Yates. Motion carried 3/0.
    - **Discussion and appropriate action on purchasing 1 refurbished toughpad computer and mounting for rescue 164, estimated 2200.** Commissioner Yates made a motion to approve the purchase, second by Commissioner Lazar. Motion carried 3/0.
- 5. Discussion and appropriate action on canvassing the results of the November 7<sup>th</sup> election on adding a tract of land containing the Harmony Volunteer Fire Department Service area including the portion of the City of Elmendorf located in Bexar County into the Bexar County Emergency Services District.** At 8:14 P.M President Kelley presented the election results to the other commissioners. Commissioner Lazar made a motion to waive the examination of each precinct, a second was made by Commissioner Yates. Motion carried 3/0. Commissioner Lazar made a motion to canvass the results and declare the election was properly conducted and that the voters approved and adopted the propositions on the annexation of the Harmony Fire Department Service area including the portion of the city of Elmendorf located in Bexar County. Second was made by Commissioner Yates. Motion carried 3/0.
- 6. Discussion and appropriate action to merge Harmony VFD operations into the Emergency Service District starting December 2017. (expense - uniform shirts, medical equipment, when I work, email, station sign No Expense – Bexar Metro 911, Bexar County Fire Alarm)** Chief Hogan presented the needs of uniform shirts, LifePack 12, IO needles, scheduling cost, email needs and station sign for station 127. Commissioner Lazar made a motion to proceed with the purchases as presented, second made by Commissioner Yates. Motion carried 3/0.
- 7. Discussion and appropriate action to add a shower and office area to Harmony station.** Chief Hogan presented 2 bids received on building out construction for an office and shower area at station 127. PSE \$20,459 and All Pro \$46,980. Commissioner Yates made a motion to proceed with PSE for the construction, second made by Commissioner Lazar. Motion carried 3/0.
- 8. Discussion and appropriate action to transfer the Harmony VFD accounts to the ESD name.** Commissioner Yates made a motion to have Chief Hogan work with Harmony on transferring the accounts, second by Commissioner Lazar. Motion carried 3/0.

9. **Discussion and appropriate action to appoint 1 commissioner to work with Chief Hogan, Harmony VFD, City of Elmendorf on needs of the ESD to include property, stations, equipment etc. as a result of the new annexed area.** Commissioner Yates agreed to work with Chief Hogan.
10. **Discussion and appropriate action to have Chief Hogan work with Gardendale VFD to request proposals from architects on building a new station in the Elmendorf area.** Commissioner Yates made a motion for Chief Hogan to work with Gardendale on obtaining proposals from architects on a potential new station, second made by Commissioner Lazar. Motion carried 3/0.
11. **Discussion and appropriate action to have Chief Hogan work with Gardendale VFD on fire truck specifications and cost to upgrade the Harmony apparatus and present back to the board a plan.** President Kelley and the Commissioners directed Chief Hogan to develop a plan on apparatus needs for the district.
12. **Discussion and appropriate action to have Chief Hogan work with Ken Campbell and the City of Elmendorf on possible land for a new station in the city of Elmendorf.** Commissioner Lazar made a motion for Chief Hogan to work with Ken Campbell and the City of Elmendorf on possible new land, second by Commissioner Yates. Motion carried 3/0.
13. **Discussion and appropriate action to hire 3 new full-time personnel and 2 part-time personnel to support the Harmony Service area.** Commissioner Yates made a motion to hire the additional 3 full-time and 2 part-time personnel to support the new area, second by Commissioner Lazar. Motion carried 3/0.
14. **Discussion and appropriate action to purchase annual employee recognition gift.** Commissioner Lazar made a motion to purchase the recognition gift, second by Commissioner Lazar. Motion carried 3/0.
15. **Discussion and appropriate action to purchase food and rent a facility for the annual holiday party.** Commissioner Lazar made a motion to purchase the food and rent Solari for the holiday party, second by Commissioner Yates. Motion carried 3/0.
16. **Discussion and appropriate action to order additional hats.** No action needed as it would be below the limit for the account.
17. **Discussion and appropriate action to order additional badges.** Commissioner Lazar made a motion to purchase additional badges for the new personnel, second by Commissioner Yates. Motion carried 3/0.
18. **Discussion and appropriate action to purchase bunk beds.** Commissioner Yates made a motion to purchase 5 beds @ \$250 each, second by commissioner Lazar. Motion carried 3/0.
19. **Discussion and appropriate action to order additional truck decals.** No action required as it's below the \$500 non-account limit.
20. **Discussion and appropriate action on signing the Bexar County First Responder Agreement.** Commissioner Yates made a motion to renew the first responder agreement, second by Commissioner Lazar. Motion carried 3/0.
21. **Discussion and appropriate action to order foam.** Commissioner Lazar made a motion to purchase foam at a cost of approximately \$3000.00, second by Commissioner Yates. Motion carried 3/0.
22. **Financial Report.**
  - a. **Review of Tax Revenues received to date.** No questions were raised.
  - b. **Review and appropriate action to pay the bills for the District.** Commissioner Lazar made a motion to pay the bills, second by Commissioner Yates. Motion carried 3/0.
  - c. **Action to approve the payroll for the district.** Commissioner Yates made a motion to approve the payroll of the district, second by Commissioner Lazar. Motion carried 3/0.

23. **Determine date, time and possible agenda items for next meeting. The next tentatively scheduled meeting will be on December 11, 2017.** The Commissioners agreed to this tentative date.
24. **Adjourn** Commissioner Lazar made a motion to adjourn, second by Commissioner Yates. Motion carried 3/0 and President Kelley adjourned the meeting at 9:03 P.M.

**Attest**

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