

**Bexar County
Emergency Services District No. 10
Meeting Minutes
September 16, 2016
7:00 P.M.**

Bexar County Emergency Services District No. 10 conducted a meeting at the Gardendale Volunteer Fire Station located at 6658 E. Houston on September 16, 2016 beginning at 7:02 P.M. The following were 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 7:02 P.M. and established a quorum with Commissioners Lazar, Yates and Grey present.
2. **Citizens to be heard. (3 minute time limit per person).** No citizens were present during this segment.
3. **Approval of the meeting minutes from the September 13, 2016 meeting.** Commissioner Lazar made a motion to accept the meeting minutes with a second by Commissioner Yates, motion carried 4/0
4. **Action to approve the proposed 2017 FY Budget.** Commissioner Yates made a motion to adopt the proposed 2017 FY budget
5. **Action to approve Order No. 091716-1 of the Bexar County Emergency Services District No 10. Levying the ad valorem taxes for the 2016 Tax Year at a rate of \$0.096820 per \$100.00 assessed valuation on all taxable property within the legally established boundaries of Bexar County Emergency Services District No. 10 to provide revenue for maintenance and operations needs for 2017 fiscal year: and at a rate of \$0.00 (zero) per \$100.00 assessed valuation on all taxable property within the legally established boundaries of Bexar County Emergency Services District No. 10 to provide revenue for debt services needs for 2017 fiscal year.**

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S RATE. THE TAX RATE WILL EFFECTIVELY BE RAISED BY 7.8 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$9.40.

Commissioner Lazar made a motion that the property tax rate be increased by the adoption of a tax rate of \$ 0.096820 per \$100 assessed valuation, which is effectively a 7.8 percent increase in the tax rate. Second was made by Commissioner Yates, motion carried 4/0

Commissioner Lazar made a motion that the Bexar County Emergency Services District No. 10 Order 091716-1 be approved as read. Second was made by Commissioner Gray. Motion carried 4/0

6. **Discussion, updates and/or action on the following items;**
 - a. **Command Staff Report – Given by Fire Chief Robert Hogan**
 - **Request to have Robert Hogan work with Texas Commission on Fire Protection for Bexar County ESD certification and Insurance Services Organization for ISO rating for the District.** Commissioner Lazar made the motion to have Robert Hogan work with the Texas Commission on Fire Protection and ISO on behalf of the district. Second was made by Commissioner Yates, motion carried 4/0

- **Request to hire 9 full-time firefighters and 6 part-time firefighters once TCFP certification is received. Pay rate of \$10.00 per hour for full-time firefighter/EMT, \$9.50 for full-time firefighter/ECA and \$9.00 for part-time firefighter/medics.** Commissioner Yates made a motion to hire 9 full-time firefighters and 6 part-time firefighters once TCFP certification is received. Pay rate of \$10.00 per hour for full-time firefighter/EMT, \$9.50 for full-time firefighter/ECA and \$9.00 for part-time firefighter/medics, second by Commissioner Lazar, motion carried 4/0.
 - **Request to hire 1 fire officer once TCFP certification at a pay rate of \$36,000 plus ESD vehicle.** Commissioner Lazar made a motion to hire the TCFP officer at \$36,000 per year plus department vehicle, second made by Commissioner Yates. Motion carried 4/0.
 - **Request to approve Physio Control Maintenance contract for 3 years @ \$8496 annually.** Commissioner Gray made a motion to approve the maintenance contract, second made by Commissioner Yates. Motion carried 4/0.
 - **Action to approve the purchase of 2 signs for exterior of each station for a total cost not to exceed \$1800.** Commissioner Lazar made a motion to purchase 2 signs not to exceed \$1800, second by Commissioner Yates. Motion carried 4/0.
 - **Action to approve repairs for Engine 120, cost not to exceed \$1200.** Commissioner Yates made a motion to repair the engine with a cost not to exceed \$1200, second was made by Commissioner Lazar. Motion carried 4/0
- b. **Action to amend the FY 2016 Budget as needed.** Administrator Hogan reviewed the proposed amendments with the Commissioners. Commissioner Lazar mad a motion to amend the budget as presented, second made by Commissioner Yates. Motion carried 4/0.
- c. **Action to migrate Gardendale VFD operations into the Emergency Service District to include:**
- **Volunteer Firefighters**
 - **Volunteer Incentive program**
 - **Recurring monthly operating bills (utilities, fuel, cable, water, trash, etc.)**

Commissioner Gray made a motion to migrate the Gardendale VFD operations into the District including the Volunteer Firefighters, incentive program and all recurring monthly bills, second by Commissioner Yates. Motion carried 4/0

- d. **Action to allow Chief Hogan to establish accounts in the ESD name for the continued fire department operations:**
- **Cleaning ideas, FM78 Auto, T&W Tire, Miner Corporation, Survivor Air, Bexar Communications, Gear cleaning solutions, Nardis Uniforms, Rescue Rescue, Boundtree Medical, Casco, Airgas Physio Control.** Commissioner Lazar made a motion to establish accounts in the name of the District with Cleaning ideas, FM78 Auto, T&W Tire, Miner Corporation, Survivor Air, Bexar Communications, Gear cleaning solutions, Nardis Uniforms, Rescue Rescue, Boundtree Medical, Casco, Airgas Physio Control, second was made by Commissioner Yates. Motion carried 4/0.
- e. **Action to have Robert Hogan work with Gardendale VFD Board and Ken Campbell on migration of Gardendale operations to the ESD and transition assets to the ESD and create the lease agreement for select equipment Gardendale holds a loan on.** Commissioner Lazar made a motion to allow Robert Hogan to work with Ken Campbell on migration of Gardendale operations to the ESD and transition assets to the ESD and create the lease agreement for select equipment Gardendale holds a loan on, second was made by Commissioner Gray. Motion carried 4/0.
- f. **Action to have Robert Hogan review with Ken Campbell the recommended policy and procedure guide provided by Bexar County Emergency Management office.** Commissioner Lazar made a motion to allow Robert Hogan tro work with Ken Campbell on the policy and procedure guide recommended by BCFMO, second was made by Commissioner Yates. Motion carried 4/0.

- g. Action to allow Robert Hogan to approve individual non account purchase up to \$500 and \$2500 for account purchases for continued day to day emergency service operations.** Commissioner Gray made a motion to allow Robert Hogan to approve individual non account purchase up to \$500 and \$2500 for account purchases for continued day to day emergency service operations, second was made by Commissioner Yates. Motion carried 4/0.
 - h. Action to renew the Insurance Policy for Workman's Compensation Insurance.** Commissioner Lazar made a motion to renew the Workman's Compensation Policy, second was made by Commissioner Yates. Motion carried 4/0
 - i. Action on potential compensation for Mr. Hogan for administrative services to the district while remaining the Fire Chief as a non-compensated position.** Commissioners discussed potential action on compensating Robert Hogan for administrative duties of the District. Commissioner Lazar made a motion to pay Robert Hogan \$1000.00 per month for administrative services to the district, second was made by Commissioner Yates. Motion carried 4/0.
 - j. Action to purchase the enhanced payroll for QuickBooks to handle ESD payroll.** Commissioner Yates made a motion to purchase QuickBooks payroll program, second was made by Commissioner Lazar. Motion carried 4/0.
- 7. Items of Interest to the Board by the Gardendale Volunteer Fire Chief.**
- a. Run Report.** The fire chief provided the year to date report on responses. No questions were asked.
 - b. Report by the Fire Chief on any items that the District should be made aware of.** No additional items were discussed as they were cared for in item 6.
- 8. Financial Report.**
- a. Review of Tax Revenues received to date.**
 - b. Review and appropriate action to pay the bills for the District.** Commissioner Lazar made a motion to pay the bills for the district, second by Commissioner Gray. Motion carried 4/0.
 - c. Review and appropriate action approving the bills of the Service Provider and monthly payment to the Service Provider for their services to the District.** Commissioner Lazar made a motion to approve the bills of the service provider and monthly payment for services to the district, second made by Commissioner Gray. Motion carried 4/0.
- 9. Determine date, time and possible agenda items for next meeting. The next tentatively scheduled meeting will be on August 7, 2016.** Commissioners tentatively set the next meeting tentatively for October 4, 2016 at 7:00 P.M.
- 10. Adjourn.** Commissioner Lazar made a motion to adjourn the meeting, second by Commissioner Gray. Motion carried 4/0. Meeting adjourned at 7:57 P.M by President Kelley.

Approved

Robert Hogan, Administrator
