

# BEXAR COUNTY EMERGENCY SERVICES DISTRICT NO. 10

JANUARY 10, 2025

## MEETING MINUTES

- 1) **Call the Bexar County Emergency Services District 10 meeting to order and establish a quorum.** – Commissioner Kelley called the meeting to order at 7:02 PM (19:02). A quorum was established with Commissioner Kelley, Commissioner Yates, Commissioner Lazar, and Commissioner Hicks present. Commissioner Wallace was absent.
- 2) **Invocation: Pledge of Allegiance to the American Flag.** – The Pledge of Allegiance was recited.
- 3) **Citizens to be heard (three (3) minute limit).** – There were no requests for citizens to be heard. The Board then discussed item 6.
- 4) **Approval of meeting minutes for December 12, 2024; December 18, 2024; November 20, 2024; and November 13, 2024.** – Commissioner Hicks motioned to approve the meeting minutes for December 12, 2024, December 18, 2024, November 20, 2024, and November 13, 2024, as presented with a second from Commissioner Lazar. The motion carried with 4-Aye and 0-Ney. The Board then discussed item 17.
- 5) **Discussion, consideration, and possible action on personnel of the department, including all employees, officers, fire chief, commissioners, appointed officials, and any other personnel of the department related to appointments, resignations, hiring, employment, vacation, duties, pay rates, benefits, reassignment, and District policies.** – The meeting entered closed session at 8:39 PM (20:39) under Texas Government Code 551.074 for item 5 and 551.071 for item 13. The meeting entered open session at 9:39 PM (21:39) with no action taken in closed session. Commissioner Lazar motioned to have Kevin Clarkson of Texas ESD Consulting proceed as directed in discussion during the closed session regarding the Fire Chief position, with a second from Commissioner Yates. The motion carried with 4-Aye and 0-Ney. Commissioner Yates motioned to have Assistant Chief Faktor proceed as discussed in closed session regarding communication to the staff on open positions within the department, with a second from Commissioner Lazar. The motion carried with 4-Aye and 0-Ney. The Board then discussed item 13.
- 6) **Discussion, consideration, and possible action on approval of purchasing policy and purchase card policy and any other matter related thereto.** – There was no action taken on item 6.
- 7) **Discussion, consideration, and possible action regarding a bookkeeper position and the hiring of same.** – Commissioner Lazar motioned to authorize Josh Brown of Texas ESD Consulting to review and make a selection of the contracted bookkeeper position at \$20.00 per hour to be brought before the Board for final approval, with a second from Commissioner Yates. The motion carried with 4-Aye and 0-Ney.
- 8) **Update and presentation by Texas ESD Consulting on Financial Plan and Long Term**



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**Forecast.** – *There was no action taken on item 8.*

- 9) **Discussion, consideration, and possible action regarding disposition of excess apparatus.** – *Commissioner Lazar motioned to auction the 2016 Chevrolet Tahoe (SQ168B), 2008 F250, and 2007 Chevrolet Suburban using Rene Bates with a commission for Rene Bates to be charged to the buyer at a ten percent rate, with a second from Commissioner Yates. The motion carried with 4-Aye and 0-Ney.*
- 10) **Discussion, consideration, and possible action regarding internet service for station 168.** – *Commissioner Yates motioned to approve using Starlink for internet services at Station 168 as presented, with a second from Commissioner Lazar. The motion carried with 4-Aye and 0-Ney.*
- 11) **Discussion, consideration, and possible action regarding improvements to station 169 including buy not limited to hardware for a door and any other matter related thereto.** – *Commissioner Hicks motioned to approve the proposal from Inet for \$1,663.96 for the door hardware at Station 169, with a second from Commissioner Lazar. The motion carried with 4-Aye and 0-Ney.*
- 12) **Discussion, consideration, and possible action regarding a bookkeeper position.** – *There was no action taken on item 12.*
- 13) **Discussion, consideration, and possible action regarding ladder trucks, equipment, repairs/purchases, including but not limited to trucks and vehicles.** – *Commissioner Hicks motioned to purchase the proposed engine from Brindlee Mountain Fire Apparatus contingent on the sale of the ladder truck as discussed in closed session and authorizing the execution of the agreement, with a second from Commissioner Lazar. The motion carried with 4-Aye and 0-Ney. The Board then discussed item 4.*
- 14) **Discussion, consideration, and possible action regarding status of tax anticipation note with Schertz Bank / Government Capital and restructure of same along with a resolution, and any other note/loan with any other lender or financial institution including but not limited to Government Capital/Texas Independent Bank/South Side Bank.** – *Commissioner Hicks motioned to waive the reading and approve the resolution regarding the tax anticipation note with Schertz Bank in the amount of \$584,667.31, with a second from Commissioner Lazar. The motion carried with 4-Aye and 0-Ney. Commissioner Hicks motioned to waive the reading and approve the resolution regarding the financing with Texas Independent Bank (TIB) in the amount of \$1,519,678.79, with a second from Commissioner Lazar. The motion carried with 4-Aye and 0-Ney.*
- 15) **Discussion, update, and/or action of the following items:**
  - a. **Analysis and Service Reports**

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### b. Updates on the ESD association meetings

*There was no action taken on item 15.*

### 16) Financial Report and take any action as necessary on the following items:

#### a. Review of tax revenues

#### b. Review of 2024-2025 budget

*Commissioner Kelley motioned to approve the financial reports for items 16.a. & 16.b. as presented, with a second from Commissioner Lazar. The motion carried with 4-Aye and 0-Ney.*

#### c. Discussion of 2023 and 2024 audit – *There was no action taken on item 16.c.*

#### d. Payment of bills and/or payroll and ratification, if any. – *A motion was made to pay the bills in the amount of \$433,461.69, plus the Wellnet bill through January 2025 as presented, with a second from Commissioner Lazar. The motion carried with 4-Aye and 0-Ney. The Board then discussed item 5.*

### 17) Discussion, consideration and action regarding the date, time and place of the next meeting along with any items for the agenda. – *The next meeting is scheduled for February 13, 2025 at 7:00 PM.*

### 18) Adjourn – *Commissioner Hick motioned to adjourn the meeting at 9:45 PM (21:45), with a second from Commissioner Lazar. The motion carried with 4-Aye and 0-Ney.*

#### ATTEST:

*Treasurer*  
*Shannon P. Hick*  
\_\_\_\_\_  
Name/Title

*Feb 13, 2025*  
\_\_\_\_\_  
Date

*Secretary*  
*Dan Wallau*  
\_\_\_\_\_  
Name/Title

*Feb 13, 2025*  
\_\_\_\_\_  
Date

