

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

Bexar County Emergency Services District No. 10 conducted a meeting at the Bexar County ESD station #1 located at 6658 E. Houston on November 10, 2016 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 7:11 PM and established a quorum, Commissioners Lazar, Gray and Yates were present.
2. **Citizens to be heard. (3 minute time limit per person)** President Kelley recognized special guest Kyle Coleman from the Bexar County Emergency Management Office. Kyle discussed the training available to commissioners, the handbook recommended by Bexar County, Planning of an upcoming tabletop exercise. No Citizens were present during this segment.
3. **Approval of the meeting minutes from the October 4, 2016 meeting.** Commissioner Gray pointed out a spelling mistake of her last name, it should be Gray and not Gray. With no other corrections, Commissioner Lazar made a motion to accept the minutes, a second was made by Commissioner Yates. Motion carried 4/0
4. **Discussion, updates and/or action on the following items;**
  - a. **Command Staff Report – Given by Fire Chief Robert Hogan**
    - **Update on hiring of firefighters.** Chief Hogan advised that 6 applicants had tested and were going thru background checks. Estimated start date is 11/28/16 or 12/5/16.
    - **Update on TCFP status and inspection.** Chief Hogan advised the district passed its initial TCFP inspection. Next Inspection is November 2017.
    - **Update on insurance and retirement for firefighters.** No update as we need to hire the staff to be able to receive quotes.
    - **Request to purchase 2 RIT SCBA packs from ESD # 7 at \$750 each.** Chief Hogan request the purchase and explained the need for this packs for firefighter safety. Commissioner Lazar made a motion to purchase the RIT packs, second was made by Commissioner Yates. Motion carried 4/0
    - **Request to purchase 100 Uniform hats @ \$8.00 each.** Chief Hogan requested to purchase uniform hats for the firefighters, Commissioner Lazar made a motion to purchase the hats, second was made by Commissioner Gray. Motion carried 4/0.
    - **Request to purchase 7 replacement microphones for handheld radios @ \$253 each.** Chief Hogan requested to purchase 7 microphone replacements as many radios microphones have failed and are no longer under warranty. Commissioner Yates made a motion to approve the purchase of the microphones, second was made by Commissioner Lazar. Motion carried 4/0.
    - **Request to pave the 120 station, Cost estimate is \$9k and monies would come from the prior sale of the Camelot engine of \$10k.** Chief Hogan presented a quote from JC Pavement to pave the entire property of station 1. A \$10,000. Check was received from Gardendale for the sale of the Camelot old engine, therefore the expense would not impact he ESD budget. A motion was made by Commissioner Yates to approve and proceed with the paving of station1, a second was made by Commissioner Gray. Motion carried 4/0.
    - **Request to set up drug and physical exam account with Concentra.** Chief Hogan requested the authorization to establish a healthcare screening account with Concerta for new hire physical and drug testing. The ESD currently uses Concentra for their workman's compensation insurance. Commissioner Lazar made a motion to establish the account, second was made by Commissioner Yates. Motion carried 4/0.

- **Request to purchase firefighter gift for annual holiday party.** Chief Hogan requested approval to purchase the firefighter gifts not to exceed 2100 for the Holiday Party. Commissioner Lazar made a motion to proceed with the purchase, second was made by Commissioner Yates. Motion carried 4/0
  - **Request to purchase gear for new firefighters if inventory is not available plus pants for existing firefighters that need longer pants.** Chief Hogan advised new gear may be required for the new hires if inventory sizes did not match, also we had some firefighters needing longer pants for safety. Chief Hogan requested pre-approval to proceed with the order as necessary. Motion was made by Commissioner Yates to purchase the required gear, second was made by Commissioner Gray. Motion carried 4/0.
  - **Request to set up continuing education online program account for TCFP staff.** Chief Hogan reviewed 2 online continuing education programs for TCFP staff, Targeted solutions and CE Solutions. While Targeted solution has additional features, we would not be using them and Targeted Solutions charges an annual fee and set up fee. CE solutions is the same price for each firefighter. Commissioner Yates made a motion to establish the account with CE Solutions, second was made by Commissioner Gray. Motion carried 4/0.
- b. **Run Report** Chief Hogan provide the October YTD call report. No questions were asked.
  - c. **Update on audit for FY 2015 & 2016.** The auditor has picked up all the material returned by Mr Perez and the 2016 documentation, they have been in Contact with the County Auditor and are aware the audit is in progress as well as the 2016 audit.
  - d. **Items of Interest to the Board.** Chief Hogan reminded the Commissioners of the holiday lunch on December 11, 2016.
5. **Financial Report.**
- a. **Review of Tax Revenues received to date.** The board reviewed the Profit and Loss report with no questions.
  - b. **Review and appropriate action for the payroll of the district.** The board reviewed the payroll from October and November thru the 10<sup>th</sup>. Commissioner Lazar made a motion to approve the payroll, second was made by Commissioner Gray. Motion carried 4/0.
  - c. **Review and appropriate action to pay the bills for the District.** The board reviewed the bills and Commissioner Yates made a motion to pay the bills of the district, second made by Commissioner Lazar. Motion carried 4/0
6. **Determine date, time and possible agenda items for next meeting. The next tentatively scheduled meeting will be on December 8, 2016.** Commissioners agreed to the date of the next meeting as listed.
7. **Adjourn.** Motion made by Commissioner Lazar to adjourn, second made by Commissioner Yates. Motion carried 4/0. Meeting was adjourned at 8:18 PM.

Approved

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Robert Hogan, Administrator