

BEXAR COUNTY EMERGENCY SERVICES DISTRICT NO. 10

FEBRUARY 13, 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 7:01 PM (19:01). A quorum was established with Commissioner Kelley, Commissioner Wallace, Commissioner Lazar, and Commissioner Hicks present. Commissioner Yates 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).** – *Battalion Chief Haverda spoke for several minutes.*
- 4) **Approval of meeting minutes for January 10, 2025.** – *Commissioner Hicks motioned to approve the meeting minutes from January 10, 2025, as presented, with a second from Commissioner Lazar. The motion carried with 4-Aye and 0-Ney.*
- 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 7:08 PM (19:08) under Texas Government Code 551.074 and 551.071 for item 5, and 551.071 for items 15 and 17c. The meeting entered open session at 9:35 PM (21:35) with no action taken in closed session. Commissioner Lazar motioned to create a Fire Chief Selection Committee to include Kevin Clarkson, Josh Brown, Medina County ESD 1 Fire Chief Clint Cooke, Commissioner Hicks, and Commission Kelley and to post the job opening for the fire chief immediately to close on March 14, 2025. Commissioner Hick made a second to the motion. The motion carried with 4-Aye and 0-Ney. Commissioner Hicks motioned to authorize the Administration Staff to fill all open positions from the rank of Firefighter to Lieutenant, with a second from Commissioner Lazar. The motion carried with 4-Aye and 0-Ney.*
- 6) **Discussion, consideration and possible action on approval of purchasing policy and purchase card policy and any other matter related thereto.** – *Commissioner Lazar motioned to approve the purchasing and credit card policies with a change to reimbursement for education at 50% of the cost and for all purchases from staff to be approved by the Fire Chief prior to the purchase. Commissioner Hicks made a second to the motion. The motion carried with 4-Aye and 0-Ney.*
- 7) **Discussion, consideration and possible action regarding a bookkeeper position and the hiring of same.** – *Commissioner Lazar motioned to approve the retention of Monique Lopez, after passing a background check, as the contracted bookkeeper for Bexar County ESD No. 10 and to have the attorney draft a contractor work agreement. Commissioner Hicks made a second to the motion. The motion carried with 4-Aye and 0-Ney.*

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- 8) **Update and presentation by Texas ESD Consulting on Financial Plan and Long-Term Forecast** – *There was no action taken on item 8.*
- 9) **Discussion, consideration and possible action regarding disposition of excess apparatus and any other vehicle of the District.** – *There was no action taken on item 9.*
- 10) **Ratify the action taken as to the agreement with Rene Bates for the disposition of apparatus and any other vehicle of the District.** – *There was no action taken on item 10.*
- 11) **Discussion, consideration and possible action determination that the 2017 KME Predator Custom Pumper is only to be obtained from one source, Brindlee Mountain, due to the specifications of the apparatus and price of the apparatus and approval and ratification of same.** – *Commissioner Hicks motioned that the 2017 KME Predator Custom Pumper can only be obtained from one source, Brindlee Mountain, due to the specifications of the apparatus and price of the apparatus, with a second from Commissioner Lazar. The motion carried with 4-Aye and 0-Ney.*
- 12) **Discussion, consideration and possible action regarding ladder trucks, equipment, repairs/purchases, including but not limited to trucks and vehicles.** – *There was no action taken on item 12.*
- 13) **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 Kelley motioned to approve the Tax Anticipation Loan as presented, to include the approval of the interest payment of \$8,679.81. Commissioner Hick made a second to the motion. The motion carried with 4-Aye and 0-Ney.*
- 14) **Discussion, consideration and possible action regarding agreement with the Armstrong Vaughn & Associates and approval of same for the 2024 Audit.** – *Commissioner Hicks motioned to approve the engagement of Armstrong, Vaughan, and Associates authorizing Commissioner Kelley to execute the engagement letter upon receipt, with a second from Commissioner Lazar. The motion carried with 4-Aye and 0-Ney.*
- 15) **Discussion, consideration, and action regarding renewal of insurance, agent of record/broker, and possible selection of insurance provider. that the 2017 KME Predator Custom Pumper is only to be obtained from one source, Brindlee Mountain, due to the specifications of the apparatus and price of the apparatus.** – *Commissioner Hicks motioned to approve 19:21 Consultants as the agent of record for Bexar County ESD No. 10, with a second from Commissioner Lazar. The motion carried with 4-Aye and 0-Ney. Commissioner Hicks motioned to approve the proposal from Blue Cross Blue Shield Blue Choice Plan G9L7CHC for*

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Health Insurance and to renew Dental and Vision insurance as presented, with a second from Commissioner Lazar. The motion carried with 4-Aye and 0-Ney. Commissioner Kelley motioned to authorize up to \$80,000 for WellNet to continue processing health insurance claims past the expiration of the current healthcare plan, with a second from Commissioner Hicks. The motion carried with 4-Aye and 0-Ney.

- 16) **Discussion, update and/or action of the following items:**
- a. **Analysis and Service Report presentations by Interim Chief**
 - b. **Updates on the ESD association meetings**
 - *There was no action taken on item 16.*
- 17) **Financial Report and take any action as necessary on the following items:**
- a. **Review of monthly financial reports** – *Commissioner Kelley motioned to approve the financial reports as presented, with a second from Commissioner Hicks. The motion carried with 4-Aye and 0-Ney.*
 - b. **Review of 2024-2025 budget** – *No action was taken on item 17.b.*
 - c. **2023 and 2024 Audit** – *Commissioner Lazar motioned to approve the FY2022-2023 Draft Audit Report as presented, with a second from Commissioner Hicks. The motion carried with 4-Aye and 0-Ney.*
 - d. **Payment of bills and/or payroll and ratification, if any.** – *Commissioner Hicks motioned to approve payment of all bills due except Sanchez and Wilson, PLLC, as presented; an invoice from Alamo Fire in the amount of \$1,950; pay all payroll tax liabilities outstanding; and approve the payment of all bills paid since January 10, 2025. Commissioner Wallace made a second to the motion. The motion carried with 4-Aye and 0-Ney.*
- 18) **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 March 13, 2025, at 7:00 PM.*
- 19) **Adjourn** – *Commissioner Kelley motioned to adjourn the meeting at 11:25 PM (23:25), with a second from Commissioner Hicks. The motion carried with 4-Aye and 0-Ney.*

ATTEST:

Dean Wallace Secretary
Name/Title

March 13, 2025
Date

Thomas P. Hicks Treasurer
Name/Title

March 13, 2025
Date