

BEXAR COUNTY EMERGENCY SERVICES DISTRICT NO. 10

NOVEMBER 20, 2024

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 7:08 PM (19:08). A quorum was established with Commissioner Kelley, Commissioner Yates, Commissioner Hick, and Commission Lazar 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).** – *The Pledge of Allegiance was recited.*
- 4) **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.** – *There was no action taken on Item 4.*
- 5) **Discussion, consideration and possible action on MOU/Agreement with BCESD 11 and BCESD 12 for coverage of certain areas within the District as determined by the Board and any other matter related thereto.** – *The meeting entered closed session at 7:25 PM (19:25) under Texas Government Code 551.071 for items 5, 8, 10, 11, 12, & 13 as it pertained to consultation with attorney. The meeting entered open session at 9:39 PM (21:39) with no action taken in closed session. Commissioner Lazar motioned to approve the MOU agreement with Bexar County ESD No. 10, Bexar County ESD No. 11, and Bexar County ESD No. 12, with a second from Commissioner Yates. 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.** – *Item 6 was deferred to the next meeting.*
- 7) **Discussion, consideration and possible action regarding grant opportunities and retention of grant writing services.** – *Commissioner Lazar motioned to approve Kevin Clarkson to research grant writers and approve up to \$5,000 to file grants for Bexar County ESD No. 10 with Kevin Clarkson to provide updates on possible grants at the next meeting. A second to the motion was made by Commissioner Yates. The motion carried with 4-Aye and 0-Ney.*
- 8) **Discussion, consideration and possible action regarding retention of bond counsel William Avila.** – *Commissioner Hicks motioned to approve the retention of bond counsel William Avila as discussed in closed session, with a second by Commissioner Yates. The motion carried with 4-Aye and 0-Ney.*
- 9) **Discussion, consideration and possible action regarding a bookkeeper position and the**

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hiring of same. – *Commissioner Yates motioned to discontinue the hiring of a full time administrator and approve a contracted bookkeeper at a rate of \$20.00 per hour, with a second by Commissioner Lazar. The motion carried with 4-Aye and 0-Ney.*

- 10) Discussion, consideration and possible action regarding the approval of a loan agreement/tax anticipation note and/or financing with the Bexar County Emergency Services Districts Association and any other matter related thereto, including but not limited to a resolution pertaining to same.** – *Commission Lazar motioned to waive the reading for the resolution and adopt the resolution as presented pertaining to a loan agreement with Bexar County Emergency Services District Association, with a second from Commissioner Yates. The motion carried with 4-Aye and 0-Ney.*
- 11) Discussion, consideration and possible action regarding preparation of the financial documents for the loan with the Bexar County Emergency Services Districts Association and MOU/Agreement with BCESD 12 by Sanchez & Wilson, PLLC and conflicts, if any.** – *Commissioner Lazar motioned to waive the conflict as discussed in closed session, with a second from Commissioner Yates. 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, and any other note/loan with any other lender or financial institution including but not limited to Government Capital.** – *There was no action taken on item 13.*
- 14) Financial Report and take any action as necessary**
 - a. Financial Report and take any action as necessary**
 - b. Review of tax revenues**
 - c. Review of 2024-2025 budget**
 - d. Discussion of 2023 and 2024 audit**
 - e. Payment of bills and/or payroll**

- *There was no action taken on items 14.a. – 14.d. Commissioner Hicks motioned to approve payroll and bills to be paid as presented, with a second from Commissioner Yates. The motion carried with 4-Aye and 0-Ney.*
- 15) Discussion, consideration and action regarding the date, time and place of the next meeting along with any items for the agenda.** – *November 20, 2024, at 7:00 PM*
- 16) Adjourn** – *Commissioner Hicks motioned to adjourn the meeting at 9:57 PM (21:57), with a second from Commissioner Lazar. The motion carried with 4-Aye and 0-Ney.*

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ATTEST:

Shanna P. Webb Treasurer
Name/Title

1-10-2025
Date

Don Fagan asst. Treasurer
Name/Title

1/10/2025
Date