

**Bexar County
Emergency Services District No. 12
Meeting Minutes
June 08, 2022
6:00 P.M.**

The Board may go into Closed Session on any agenda item, if permitted under Chapter 551 of the Texas Government Code. In such event, the Board President will announce the applicable Government Code Section prior to the Board going Into Closed Session.

The Bexar County Emergency Services District No. 12 conducted a meeting at the Bexar County ESD 12 Fire Department Station 191 located at 14229 FM 1346, St. Hedwig, Texas 78152 on May 11, 2022 and the following was discussed;

1. **Call the Bexar County Emergency Services District No. 12 Meeting to Order.**

Commissioner Nickles called the meeting to order at 6:04 P.M..

2. **Establish Quorum.**

A quorum was present with Commissioner Nickles, Commissioner Strzelczyk, Commissioner Pena, Commissioner Neill and Commissioner Latka in attendance.

3. **Citizen's Public Forum. (3 minutes time limit per individual).**

There were no citizens signed up to speak.

4. **Approval of Meeting Minutes from the April 13, 2022, meeting and April 27, 2022, special meeting.**

Commissioner Strzelczyk moved to approve the April 13, 2022 and the April 27, 2022 Special Meeting minutes as written, Seconded by Commissioner Latka; Approved unanimously.

5. Report on items of interest to the Board by the Fire Chief. (There may be discussion on the following items.)

- a. Run reports on calls for District and other items of interest.**

The Board reviewed the run report but no one had any questions or comments.

- b. Updates on Vehicles and Apparatus.**

Assistant Chief Padalecki reported that one of the Model 34 Trucks should be in in August 2022.

Assistant Chief Padalecki reported that the Engine is back and so far it is doing OK.

- c. Updates on any grants for the service provider Saint Hedwig VFD and Bexar County ESD 12 Fire / Rescue.**

Chief Padalecki reported that they are still working on the Fire Equipment Grant and he had nothing else to report.

6. Discussion and Possible Action on any Grant matching funds request by Saint Hedwig VFD and Bexar County ESD 12 Fire / Rescue.

Chief Padalecki reported that he did not have any matching fund request at this time.

7. Discussion with Bexar County Fire Marshall's Office or the Emergency Management Coordinator on the growth in the area and other items of interest to the district within the boundaries of the ESD No. 12 and the surrounding area and any upcoming training opportunities.

Mr. Herrera for the Fire Marshalls office gave the Board update on several thing that is going on and being worked on. Mr. Herrera also said that they are trying to put together a training on July 09. 2022 from 9:00 AM to 12:00 PM but that he would send out an e-mail to everyone.

8. Discussion and possible action regarding design and construction related to matters to the new station building located at 11800 U.S. Highway 87.

Commissioner Nickles whom was charring the meeting announced the Board was entering into closed meeting under Statute 551.071 at 6:40 PM, Commissioner Nickles announced the Board was resuming the open meeting at 6:51 PM as the Districts Attorney was unavailable by phone at this time.

The Districts Attorney call at 6:48 PM.

Commissioner Nickles whom was charring the meeting announced the Board was entering into closed meeting under Statute 551.071 at 6:51 PM, Commissioner Nickles announced the Board was resuming the open meeting at 7:26 PM.

9. To review and take an action regarding construction, repairs, or renovations to District real property, including, but not limited to, construction payments and fees, review and approve change orders, permitting, engaging in professional services for District construction projects and selection of General Contractor for District construction projects.

The contractors representative was at the meeting and gave the Board an update on the progress of the building.

Commissioner Pena moved to pay AS1 for \$51,357.00 and AS2 for \$13,594.00 and to pay FPR1, FPR2, FPR3 and FPR4 for \$82,876.00, Seconded by Commissioner Neill; Approved unanimously.

Commissioner Latka moved to pay Contractors Pay Application No. 11 for \$117,654.20 and TIPPS Pay Application No. 1 for \$80,666.97 and TIPPS Pay Application No. 2 for \$166,028.08 and Rabba-Kister Testing for \$1464.65, Seconded by Commissioner Strzelczyk; Approved unanimously.

10. Discussion about strategic planning for the district's future growth and expansion, by doing a "SWOT Analysis" for the District. (Strengths, Weaknesses, Opportunities, and Threats).

Assistant Chief Padalecki presented the Board with a work sheet and with that worksheet the Board discussed the Districts Strengths and Weaknesses and Threats and Opportunities as the Board sees them.

11. Discussion and possible action on Capital Improvement plan for the district.

Assistant Chief Padalecki presented the Board with an updated plan and the Board reviewed the plan.

Commissioner Pena moved to approve the plan as presented, Seconded by Commissioner Neill; Approved unanimously.

12. Discussion and plans for FY 2022 – 2023 Budget.

A discussion was held over the items that need to be increased for next FY and over the preliminary tax totals that the District has received.

13. Discussion, update, and possible action on design, cost, permits and any actions regarding the FM 1518 property station and administration offices.

Commissioner Neill moved to have the Districts Attorney start preparing an Request for Qualifications for Architects, Seconded by Commissioner Layka; Approved unanimously.

14. Discussion, update, and possible action on a tract of land to be purchase, for a future Fire Station location for the district.

Commissioner Neill moved to send letters of discovery out to land owners to see if the District can possible find a location for an additional Station, Seconded by Commissioner Strzelczyk; Approved unanimously.

15. Discussion and possible action on the Districts 2020 – 2021 FY Audit performed by Armstrong, Vanghan & Associates, P.C..

Commissioner Neill moved to table this item as the Districts audit has not been completed, Seconded by Commissioner Pena; Approved unanimously.

16. Financial Report.

- a. Discussion and review of the Financial Report and tax revenue collected to date.

Commissioner Nickles reported that to date the District has collected \$2,038,948.11 to date.

- b. Discussion and action on approving payment of all District bills for the month including payroll.

Commissioner Pena moved to pay all District bills including payroll, Seconded by Commissioner Strzelczyk; Approved unanimously.

Commissioner Latka moved to pay the Loan Payment that is due for \$44,106.02 plus \$10,000.00 additional on the principle, Seconded by Commissioner Pena; Approved unanimously.

- c. Discussion and action to transfer funds between Bank Accounts as needed.**

Commissioner Strzelczyk moved to table this item at this time, Seconded by Commissioner Neill; Approved unanimously.

- 17. Determine date, time, and possible agenda items for the next regular meeting. The next regular meeting is tentatively scheduled for June 8, 2022.**

- 18. Discussion, consideration and possible action on lease loan for purchasing apparatus for Fire and Rescue needs and contract with Fire and Rescue to provide service and other matters related thereto.**

Commissioner Latka moved to table this item at this time, Seconded by Commissioner Strzelczyk; Approved unanimously.

CLOSED MEETING ITEM, AND ACTION

8. Discussion and possible action regarding design and construction related to matters to the new station building located at 11800 U.S. Highway 87.

Commissioner Strzelczyk moved to have the Districts Attorney move forward as discussed in Closed Meeting, Seconded by Commissioner Pena; Approved unanimously.

19. Adjourn.

With no further business Commissioner Strzelczyk moved to adjourn, Seconded by Commissioner Latka; Approved unanimously.

20. Adjourned: 8:36 PM

Attest:



Mr. Leon Nickles Jr.
President
Bexar County ESD No. 12



Dr. Charles Neill
Secretary
Bexar County ESD No. 12