

**Bexar County  
Emergency Services District No. 12  
Meeting Minutes  
October 11, 2023  
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 September 13, 2023 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 6:01 PM.

2. Establish Quorum.

A quorum was present with Commissioner Nickles, Commissioner Strzelczyk, Commissioner Neill, Commissioner Pena 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 July 26, 2023, August 16, 2023, Special Meeting Minutes August 23, 2023 and August 28, 2023.

**Commissioner Pena moved to approve the July 26, 2023 Meeting Minutes the August 16, 2023 Special Meeting Minutes August 23, 2023 Meeting Minutes and August 28, 2023 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.**

- b. Updates on Vehicles and Apparatus.**

**Assistant Chief Padalecki reported that all trucks are up and running.**

- 6. 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 was not in attendance.**

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

**Chief Padalecki reported that there are no updates at this time.**

No action taken on this item.

8. 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.

Chief Padalecki reported that there are no updates at this time.

No action taken on this item.

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

The Districts Attorney was at the meeting along with a representative from AG/CM. Board informed them that we were not going to be able to move forward with the building at this time. The representative from AG/CM discussed options at this time with the Board.

Commissioner Latka moved to suspend the contract at this time have the Districts Attorney try and reach an agreement with AG/CM to keep them on but terminate the existing RFQ for construction, Seconded by Commissioner Strzelczyk; Approved unanimously.

10. Discussion and possible action on Vehicles to be sold or purchased as the district see the need.

A discussion was held about the price for the 550 mini pumper.

Commissioner Strzelczyk moved to use Texas Fire Trucks Inc. with a 7% sales commission and to ask a minimum of \$195,000.00, Seconded by Commissioner Latka: Approved unanimously.

Assistant Chief Padalecki informed the Board that the two Tan Trucks were sold for \$8,000.00 each for a total of \$16,000.00.

11. Discussion, update, and possible action on a tract of land to be purchased for a future Fire Station located for the district.

Commissioner Nickles whom was charring the meeting announced the Board was entering into a closed meeting under Statute 551.072 at 6:18 PM, Commissioner Nickles announced the Board was resuming the open meeting at 6:30PM.

12. Discussion and possible action on National Night Out 2023. Will take place October 3, 2023.

The Board was informed that the National Night Out will be held at the American Legion Post 539 and the event will take place 6:00 PM to 8:00 PM and all the food has been donated and the American Legion has agreed not to sell beer during the event.

Discussion only no action taken.

13. Discussion, update, and possible action Association of Emergency Service Districts of Bexar County.

Assistant Chief Padalecki informed the Board that the association is still moving forward with items like ETJ's, PID's, MUDS, and SIDS.

Assistant Chief Padalecki informed the Board that Bexar County is also trying to hire additional dispatchers.

- 14. Discussion, and possible action on forming a financial committee. (Commissioner Todd Strzelczyk)**

**Commissioner Strzelczyk I would like to make a motion to form a financial committee. The committee will consist of two board members Alex Pena and Johnny Latka. In the event of one of them being absent any other Board member can take their place. There can only be two members meeting at one time, this committee will be responsible for going over all financial records pertaining to Bexar County Emergency Service District # 12 and Bexar County Emergency Service District # 12 Fire and Rescue. They will be responsible for giving updates at regular scheduled board meetings and any other time they deem necessary for the financial wellbeing of the ESD.**

**Commissioner Nickles asked Commissioner Strzelczyk to amend his motion before a Second is called for because in the motion Bexar County Emergency Service District # 12 Fire and Rescue was included and they are a separate entity, an item needs to be placed on a Bexar County Emergency Service District # 12 Fire and Rescue agenda and this motion then can be made at one of their meetings, Commissioner Strzelczyk agreed and amended his motion as follows.**

**Commissioner Strzelczyk I would like to make a motion to form a financial committee. The committee will consist of two board members Alex Pena and Johnny Latka. In the event of one of them being absent any other board member can take their place. There can only be two members meeting at one time, this committee will be responsible for going over all financial records pertaining to Bexar County Emergency Service District # 12 They will be responsible for giving updates at regular scheduled board meetings and any other time they deem necessary for the financial wellbeing of the ESD, Seconded by Commissioner Neill; Approved unanimously.**

- 15. Discussion and possible action on pay raises for District Employees.  
(Commissioner Alex Pena)**

A discussion was held as to when the Board voted to give employees raises on their anniversary, Operations manager found the minutes (09-14-22) when the Board voted on giving pay raises.

No action taken discussion only.

16. Discussion and possible action on years needed to be vested to be able to draw District contribution from retirement funds. (Commissioner Alex Pena)

The Districts Operations Manager Mr. Padalecki informed the Board that an employee needed to work for the District for 8 Years to be vested and a combined number of 75 between years worked and age to be able to draw full benefits.

No action taken discussion only.

17. Discussion, review, and possible action on employee's handbook. (Commissioner Alex Pena)

A discussion was held and Assistant Chief informed the Board that the District uses Lexipol, They review the laws that have been passed and inform their clients if they have a policy that needs to be updated due to changes in the law, The district employees are required to go on line and review any policy changes and indicate that they have reviewed the changes.

Discussion only no action taken.

18. Discussion and possible action on the cost of the new incoming trucks that the district ordered, not to include equipment. (Commissioner Alex Pena)

Assistant Chief Padalecki informed the Board that the cost of one of the trucks is \$1,051,028.00 the other truck is \$1,084,570.00 for a total of \$2,135,598.00.

**Discussion only no action taken.**

- 19. Discussion of the cost of equipment for the new incoming trucks and including list of equipment . (Commissioner Alex Pena)**

**Assistant Chief Padalecki said the equipment for the Pumper/Tender and Pumper was going to be \$225,000.00 and \$64,000.00 for the equipment for the Rescue Truck.**

**20. 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 \$3,922,941.59 from all sources.**

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

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

**Commissioner Strzelczyk moved to pay the loan payment for ~~\$224,545.21~~, Seconded by Commissioner Neill; Approved unanimously.**

*\$221,545.21*

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

**Commissioner Latka moved to table this item, Seconded by Commissioner Pena; Approved unanimously.**

- d. Discussion and possible action on new bank account for the districts needs.

Commissioner Latka moved to table this item, Seconded by Commissioner Pena; Approved unanimously.

**CLOSED MEETING ITEM, AND ACTION**

11. Discussion, update, and possible action on a tract of land to be purchased for a future Fire Station located for the district.

Commissioner Neill moved to have Assistant Chief Padalecki move forward as discussed in closed session, Seconded by Commissioner Strzelczyk; Approved unanimously.

21. Adjourn.

With no further business Commissioner Pena moved to adjourn, Seconded by Commissioner Neill; Approved unanimously.

22. Adjourned: 8:01 PM

Attest:



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



Dr. Charles Neill  
Secretary  
Bexar County ESD No. 12

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