

Bexar County
Emergency Services District No. 12
Meeting Minutes
August 19, 2024
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 will conduct a meeting at the Bexar County ESD 12 Fire Department Station 191 located at 14229 FM 1346, St. Hedwig, Texas 78152 on July 9, 2024 and the following was discussed:

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

Called to order at 6:06 PM

2. Establish Quorum.

Four Commissioners present.

- President Todd Strzelczyk
- Secretary Bradley Chambers
- Treasurer Alex Pena
- Assistant Treasurer John Latka

One Commissioner absent.

- Vice President Joe Ochoa

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

No citizens to be heard.

4. Approval of Meeting Minutes from June 17, 2024.

Commissioner John Latka made a motion to accept the meeting minutes from June 17, 2024. The motion was seconded by Commissioner Alex Pena. Approved unanimously.

5. **Financial Report.**

a. Discussion and possible action regarding contract with Texas ESD Consulting, LLC

Contract was presented by Mr. Josh Brown regarding services that will be provided to Bexar County ESD No. 12.

Commissioner John Latka made a motion to accept the contract as presented. Commissioner Alex Pena seconded the motion. Approved unanimously.

b. Discussion and review of the Financial Report and tax revenue collected to date along with a report from Texas ESD Consulting, LLC on the financial status and related budgetary matters.

Mr. Josh Brown presented a Balance Sheet and a Fund Balance Analysis. Mr. Josh Brown explained the reconciliation process between the bank accounts and Quick Books.

Mr. Josh Brown presented the Financial Outlook through Fiscal Year End 2023-2024 and a Financial Outlook through the Calendar Year End 2023-2024.

Mr. Josh Brown presented information regarding financing capital expenses versus paying for capital expenses outright. General discussion about T-Bills and reserve accounts.

Discussion regarding refinancing all apparatus into a nine-year note. Need to take action by September 2024.

Mr. Josh Brown discussed a ten-year forecast and what direction Bexar County ESD No. 12 wanted to head regarding, investments, capital expenses etc.

No action taken.

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

Commissioner Bradley Chambers made a motion to approve all District Bills for the month including payroll. Commissioner John Latka seconded the motion. Approved unanimously.

d. Discussion and possible action on the districts reserve account. (Commissioner Alex Pena)

No action taken

- e. **Discussion and possible action on PO's for Purchases. (Commissioner John Latka)**

No action taken

6. **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.

- Total number of runs – 142
- 2017 Sutphen Engine (E192) is back at Siddons Martin for repair (Air conditioning issues)

7. **Discussion with Bexar County Fire Marshal'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. Chris Herrera with the Bexar County Office of Emergency Management discussed Cyber Security Training that was sent out to ESD members. Upcoming Bexar County ESD training on August 3, 2024. Location for the training is the Bexar County EOC or possibly the Bexar County Elections Department. Mr. Chris Herrera will provide an update. The time for training will be 9:00 AM – 12:00 PM. Next Safe-D training will be in February 2025. Bexar County ESD No. #1, #4, #5 and #12 will be audited/reviewed by the Bexar County Auditor's Office.

8. **Discussion and possible action on reviewing RFP for 457b and moving forward with providing set up.**

No action taken. Per Assistant Chief L. Padalecki Jr. only one RFP was received.

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.**

No action taken

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

No action taken

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

No action taken

12. Discussion, update, and possible action Association of Emergency Services Districts of Bexar County.

Assistant Chief L. Padalecki Jr. provided an update regarding the insurance information that the ESD Association is seeking out. A plaque presentation on June 19, 2024 was made to Bexar County Precinct #4 Commissioner Tommy Calvert. Also discussed with Commissioner Calvert concerns regarding dispatch and annexation. An update was made regarding the legislative committee and efforts amongst the Bexar County ESD Association and ESDs from other counties that include Harris County and Parker County.

13. Discussion and possible action on purchasing Star Link for stations internet services.

Discussion regarding cost of equipment and data plan for Star Link. One-time fee of \$2,500 for equipment and \$140 a month for 40 gigabytes of data. Discussion about purchasing Star Link for one station and looking and possibly looking at purchasing additional equipment and service after January 1, 2025.

Commissioner Alex Pena made a motion for Star Link to be purchased and installed at Station 191. Commissioner John Latka seconded the motion. Approved unanimously.

14. Discussion and possible action ESD Bond terms and conditions, on loan payment, terms, and conditions and T-Bills terms and conditions.

Discussion regarding loan options regarding new apparatus and in-service apparatus. Commissioner John Latka made a motion to have Operations Manager L. Padalecki Jr. to seek loan documents, from Leasing 2, Government Capital and Frost Bank regarding loan options to find the best rates possible. Commissioner Bradley Chambers seconded the motion. Approved unanimously.

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

Commissioner John Latka made a motion to direct Operations Manager to engage Siddons Martin regarding trade-in for the 2008 Ford F750 and the 2017 Sutphen Pumper. AP seconded. Approved unanimously.

16. Discussion and possible action on canceling contract of Pierce Fire Apparatus and BME Fire Apparatus. (Commissioner Todd Strzelczyk)

Motion made by Commissioner Alex Pena to not cancel or delay the purchase of the new trucks from Siddons Martin. Commissioner Bradley Chambers seconded the motion. Approved unanimously.

17. Discussion and possible action on a working capital loan. (Commissioner John Latka)

Commissioner Alex Pena made a motion to table. Commissioner John Latka seconded the motion. Approved unanimously.

18. Discussion and possible action on ESD policies on paying bills, payroll, and any other matter that pertains to Bills.

Commissioner Bradley Chambers made a motion directing the Assistant Chief L. Padalecki Jr., to send out the purchasing policies received from Bexar County ESD #2 to each Commissioner via email and Commissioner should reply to the email with questions. Commissioner John Latka seconded the motion. Approved 3-0. Commissioner Alex Pena stepped out of the meeting for the vote.


19. Determine date, time, and possible agenda items for the next regular meeting. The next regular meeting is tentatively scheduled for August 15, 2024.

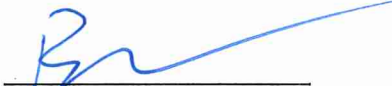
Special Meeting scheduled for July 23, 2024 at 6:00 PM
Meeting scheduled for August 15, 2024 at 6:00 PM

20. Adjourn.

Commissioner John Latka made a motion to adjourn at 8:36 PM. Commissioner Bradley Chambers seconded the motion. Approved unanimously.

ATTEST:


Mr. Todd Strzelczyk
President
Bexar County ESD No. 12


Mr. Bradley Chambers
Secretary
Bexar County ESD No. 12