

**Bexar County  
Emergency Services District No. 12  
Meeting Notice  
October 9, 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 the following was discussed;

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

Call meeting to order at 6:14PM.

**2. Establish Quorum.**

Three Commissioners present at 6:14PM

- Joe Ochoa
- Todd Strzelczyk
- John Latka

Commissioner Brad Chambers arrived at 6:50PM

**3. Approval of Meeting Minutes from September 12, 2024.**

Commissioner Joe Ochoa made a motion to approve the meeting minutes.

Commissioner John Latka seconded the motion. Approved unanimously.

**4. Citizens Public Forum. (3 minutes time limit per individual)**

None

**5. Financial Report.**

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

ESD Operations manager provided that 3 treasury bills were submitted at \$1.2 Million for 60 days, \$570,000 for 90 days, and \$1.3 million for 180 days.

Tax revenue collected to date is property tax \$5,393.95, Sales Tax \$165,123.21 with total of all revenue being \$223,284.61

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

Commissioner John Latka made a motion to approve all of the district's payments including payroll.

Commissioner Joe Ochoa seconded the motion. Approved unanimously

**c. Discussion and action on approving payments from loan account.**

Commissioner John Latka made a motion to approve payments from loan accounts as presented.

Commissioner Joe Ochoa seconded the motion. Approved unanimously

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

No action

**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.**

Fire Chief went over run report for the month. Also, explained Brush truck in shop still awaiting to hear all repairs.

- 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.**

Discussion by Mr. Chris Herrera – No major updates, need to ensure that the TDEM report is due January 1, 2025. SAFE-D coming up in February 2025.

- 8. Discussion and possible action on purchasing Star link Internet for Station 192.**

Commissioner Joe Ochoa made a motion to approve to move forward with purchasing Star Link for station 192.

Commissioner Todd Strzelczyk seconded the motion. Approved Unanimously.

- 9. Discussion and possible action on request to waive penalty and interest against property Account number 00000-138-9031 of Tax roll 2023.**

Commissioner Joe Ochoa made a motion to wave any penalty and interest against property account 00000-138-9031 from Tax Roll 2023.

Commissioner John Latka seconded the motion. Approved unanimously.

- 10. Discussion and possible action on hiring an Assistant administrator.  
(Commissioner Bradley Chambers)**

Board president announced board was going into closed section at 6:52 PM under section 551.074.

Board president announced board was back in open section at 7:09PM.

Commissioner Brad Chambers made a motion to move forward with hiring an Assistant Administrator with hourly rate of \$30 to \$40 an hour.

Commissioner Joe Ochoa seconded the motion. Approved unanimously.

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

Commissioner Joe Ochoa made a motion to move forward with having Mission Square provide 457b plan and to have the ESD 12 pay the \$25 dollar fee associated for each participating member.

Commissioner John Latka seconded the motion. Approved Unanimously.

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

No action

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

No action

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

No action

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

No action

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

Commissioner Joe Ochoa made a motion to accept Policy 211 purchasing Policy as presented.

Commissioner John Latka seconded the motion. Approved unanimously.

17. **Determine date, time, and possible agenda items for the next regular meeting. The next regular meeting is tentatively scheduled for November 13, 2024.**

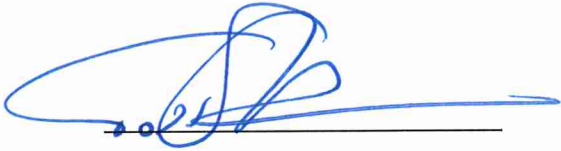
Meeting date was decided by ESD commissioner to have held on November 13, 2024.

18. **Adjourn.**

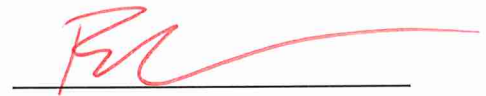
Commissioner John Latka made a motion to adjourn the meeting.

Commissioner Brad Chamber seconded the motion. Meeting adjourned at 7:27PM

**ATTEST:**



**Mr. Todd Strzelczyk  
President  
Bexar County ESD No. 12**



**Mr. Bradley Chambers  
Secretary  
Bexar County ESD No. 12**