



Bexar County Emergency Services District No. 3
January 14, 2025
5:30 PM
MINUTES

In accordance with Chapter 551 of the Texas Government Code, notice is hereby given to the public that the Board of Commissioners of Bexar County Emergency Services District No. 3 (BCESD No. 3) had a regular board meeting on January 14, 2025 at 5:30 PM at the Bexar-Bulverde Fire Department Station 105, 25408 Canyon Golf Road, San Antonio, Texas, 78260.

1. Commissioner Wilkinson called meeting to order at 5:30 PM and a quorum was established by roll call. Robert Moss, David Diharce, Ray Wilkinson, George Drew, and John Kirk were present at roll call.
2. Welcome and recognition of citizens. **None.**
3. Citizen Comment. **None.**

NOTE: Board President Ray Wilkinson requested to defer from the order of the agenda and proceed to Item 9.j.

9. j. BCESD No. 3 Sales and Use Tax matters.
HdL Companies Representative Paula Barr addressed the Board concerning recent sales tax trends for BCESD No. 3. Ms. Barr also announced her retirement and introduced her replacement, Robin Humphrey, Client Services Manager. Discussion held. **No action taken.**

NOTE: Board President Ray Wilkinson announced the Board would return to Item 4.

4. Reading and approval of minutes for the Regular Meeting conducted on December 10, 2024.
MOTION: Commissioner Drew made motion to accept the minutes for the Regular Meeting conducted on December 10, 2024 at 5:30 PM.
2nd: Commissioner Moss.
MOTION PASSED: 5/0 in favor.
5. BCESD No. 3 Financial Reports:
 - a. Discuss/take action on monthly financial report. Commissioner Moss presented the financial report for month of December 2024.
MOTION: Commissioner Drew made motion to accept financial report as submitted for the month of December 2024.
2nd: Commissioner Diharce.
MOTION PASSED: 4/0 in favor with Commissioner Moss abstaining.
 - b. Discuss/take action on approval and authorization of expenditures. Commissioner Moss presented December expenditures in the amount of \$363,017.08.
MOTION: Commissioner Drew made motion for approval and authorization of December expenditures in the amount of \$363,017.08.
2nd: Commissioner Diharce.
MOTION PASSED: 5/0 in favor.

- c. Receive and review BCESD No. 3 Investment Transaction Report for quarter ending December 31, 2024 per BCESD No. 3 Investment Policy. Commissioner Kirk presented BCESD No. 3 Investment Transaction Report for quarter ending December 31, 2024 with total funds on deposit of \$17,861,029.

MOTION: Commissioner Diharce made motion to accept Investment Transaction Report for quarter ending December 31, 2024.

2nd: Commissioner Drew.

MOTION PASSED: 5/0 in favor.

6. BCESD No. 3 District Territory Report:
 - a. Monthly activity and performance report from Fire Chief or representative; discuss/take action as appropriate. Fire Chief Dustin Beaudoin presented the BBFD Incident Reporting System Emergent Responses for 12/1-31/24.
December 2024 Emergent calls = 272, with overall average on-scene at 6:18 minutes.
2024 YTD Emergent calls = 3,341 with overall on scene at 6:08 minutes.
2023 YTD Emergent calls = 3,077 with overall on scene at 6:23 minutes.
 - b. Monthly report on City of San Antonio (COSA) U.S. Hwy 281 North Commercial Corridor within Bexar County (“Annexed Territory”); discuss/take action as appropriate. Fire Chief Beaudoin reported SAFD Emergent calls in the US Hwy 281N Commercial Corridor for the month of December 2024.
12 Emergent San Antonio Fire Department calls in the US HWY 281N corridor.
8 BBFD arrivals prior to any cancellation.
132 billable Emergent calls YTD.
 - c. Receive report on BBFD Station(s) 103, 104, 105, and 106; discuss/take action as appropriate. Chief Beaudoin reported tanks to be removed on Monday, January 20, 2025 at current Station 103 location. New Station 103 location is awaiting a variance from San Antonio Water System to cap wells. New ambulance contractors, Allegiance Mobile Health, began service on January 1, 2025. Chief Beaudoin and Executive Director Bialick traveled to Wisconsin to inspect new BCESD No. 3 Pierce Fire Engine, which is expected to be delivered by end of January 2025. Two BBFD firefighters are traveling to California with Canyon Lake Fire/EMS to battle fires in the Pacific Palisades area and are expected to return in 14-21 days. Discussion was held on increasing neighborhood participation in the Firewise USA program.
7. Report on BCESD No. 3 matters from BCESD No. 3 Executive Director. **No report.**
8. Executive Session – The following may be discussed in Executive Session and Action Taken in an Open Meeting Session under Section 551.071 of the Texas Open Meetings Act: Consultation with Legal Counsel regarding Matters in which the Duty of Legal Counsel to Bexar County Emergency Services District No. 3 under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas Clearly Conflicts with the Act. **Tabled.**
9. Consider, discuss, and take appropriate action on the following items:
 - a. Discuss and take action on Interlocal Agreement between the City of San Antonio (COSA) and the BCESD No. 3 to provide for Firefighting and Emergency Services in the U.S. Hwy 281 North Commercial Corridor Area annexed by COSA. Executive Director Bialick reported on the 2025 Annual Service Fee calculations and stated a letter was prepared for COSA regarding the 2025 Annual Service Fee amount. Discussion held.
MOTION: Commissioner Moss made motion to approve the 2025 Annual Service Fee in the amount of \$321,733.28 for the BCESD No. 3/COSA Interlocal Agreement to provide firefighting and emergency services effective December 31, 2016, and to authorize BCESD No. 3 Executive Director Jerry Bialick to notify COSA of the 2025 Annual Service Fee amount.
2nd: Commissioner Kirk.

- MOTION PASSED: 5/0 in favor.**
- b. Deliberate and take action regarding the approval and the selection of the contractor for Fire Station 103 construction project. Executive Director Bialick reported on process of contractor selection and announced Malitz Construction as the recommended contractor for Fire Station 103 construction project. Executive Director Bialick noted that Contractor Score Sheets for all 5 contractor bids will be posted publicly within seven days of Board Meeting date.
MOTION: Commissioner Drew made motion to declare the proposal for the Fire Station 103 construction project submitted by Malitz Construction of San Antonio, Texas as the proposal that offers the best value for BCESD No. 3 and further move to select Malitz Construction for the project.
2nd: Commissioner Moss.
MOTION PASSED: 5/0 in favor.
- c. Deliberate and take action regarding the financing plan for the Fire Station 103 construction project. Executive Director Bialick stated ongoing discussions were being held on financing options with 3 banks: Amegy Bank, Prosperity Bank and Texas Partners Bank. Discussion held.
MOTION: Commissioner Diharce made motion to authorize Executive Director Bialick, John Kirk, and Robert Moss to enter negotiations with three financial institutions to provide financial package options to fund Fire Station 103 construction project.
2nd: Commissioner Drew.
MOTION PASSED: 5/0 in favor.
- d. Deliberate and take action regarding awarding the purchase of a fabricated, modular training facility to be erected at the new Fire Station 103 to the lowest bidder. Executive Director Bialick reported three Requests for Proposals were sent out and two companies responded. Lowest bid was submitted by Lone Star Tactical Buildings of Hempstead, TX.
MOTION: Commissioner Kirk made motion to award the purchase and installation of a fabricated, modular training facility at the new Fire Station 103 to Lone Star Tactical Buildings of Hempstead, TX for a cost of \$675,513.57 per the bid received as an unbudgeted item.
2nd: Commissioner Diharce.
MOTION PASSED: 5/0 in favor
- e. Deliberate and take action regarding awarding a contract for services for the budgeted annual hydrant testing. Executive Director Bialick reported two Requests for Proposal were sent out with only one company responding.
MOTION: Commissioner Drew made motion to award a budgeted service contract per the bid received of \$89,712.00 to Hydrant.Com of Houston, TX for the 2025 annual testing of fire hydrants within the BCESD No. 3 district.
2nd: Commissioner Moss.
MOTION PASSED: 5/0 in favor.
- f. Deliberate and take action regarding the sale of current location of Station 103. **Tabled.**
- g. Deliberate and take action regarding an amendment to the BCESD No. 3 Purchasing and Reimbursement Policy. Executive Director Bialick reported on new policy changes. Discussion held.
MOTION: Commissioner Drew made motion to amend section 217.12 Authorization Approvals of the BCESD No. 3 Purchasing and Reimbursement Policy to remove the requirement for the BCESD No. 3 Board to approve

modifications of the Preferred Vendor List and to delegate that authority to the Executive Director with the amended policy to read as follows:

NEW POLICY – “Preferred Vendor List – The preferred vendor list is a list of vendors approved by the Bexar County ESD No. 3 Board. The list shall be reviewed and approved a minimum of once per year by the BCESD No. 3 Board and Administrative Staff but can be modified at any time by the BCESD No. 3 Executive Director.”

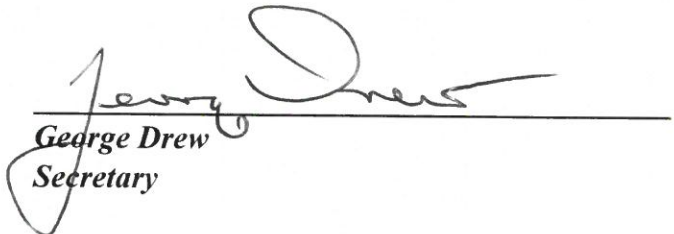
2nd: Commissioner Diharce.

MOTION PASSED: 5/0 in favor.

- h. Status report/update on BCESD Association. **No report.**
- i. Texas Health and Safety Code 775.036(f) requirement that the BCESD office street address is published in the legal notices section of the newspaper each January. Commissioner Moss stated the legal notice would run in the *San Antonio Express-News* on January 15, 2025. No action taken.
- j. BCESD No. 3 Sales and Use Tax matters.
NOTE: Item 9.j. was discussed out of order, after Item 3.
- k. SAFE-D Annual Conference, February 6-8, 2025 at Kalahari Resort & Convention Center in Round Rock, TX. Executive Director Bialick will be in attendance. **No action taken.**
- l. Recurring Reports Calendar. **No report.**
- m. Date and time of the February 2025 monthly meeting.
MOTION: Commissioner Drew made motion that the regular meeting be held February 11, 2025, at 5:30 PM at BBFD Station 105, 25408 Canyon Golf Road, San Antonio, Texas, 78260.
2nd: Commissioner Moss.
MOTION PASSED: 5/0 in favor.

- 10. Close meeting.
MOTION: Commissioner Moss made motion to close meeting at 6:40 PM.
2nd: Commissioner Diharce.
MOTION PASSED: 5/0 in favor.

ATTEST:



George Drew
Secretary