



Bexar County
Emergency Services District No. 3
January 9, 2024
6:30 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 had a regular board meeting on January 9, 2024 at 6:30 p.m. at the Bexar-Bulverde Volunteer Fire Department Station 105, 25408 Canyon Golf Road, San Antonio, Texas 78260.

1. Commissioner Wilkinson called meeting to order at 6:30 p.m. and a quorum was established by roll call. Robert Moss, David Diharce, Ray Wilkinson, Jean Dailey, and John Kirk were present at roll call.
2. Welcome and recognition of citizens. Christopher Herrera, Bexar County ESD Liaison, was present.
3. Citizen Comment. Mr. Herrera spoke to the Board regarding training hours requirement for ESD Commissioners and how those hours will be tracked by his department in the future.
4. Reading and approval of minutes for the regular meeting conducted on December 12, 2023.
MOTION: Commissioner Kirk made motion to accept the minutes for December 12, 2023.
2nd: Commissioner Diharce
MOTION PASSED: 5/0 in favor.
5. Financial report for month of December 2023 was presented. Commissioner Moss gave report with ending cash balance for the month of December 2023 of \$13,987,661.00.
MOTION: Commissioner Diharce made motion to accept financial report as submitted for the month of December 2023.
2nd: Commissioner Kirk
MOTION PASSED: 4/0 in favor with Commissioner Moss abstaining.
 - a. Discuss/take action as appropriate regarding monthly approval and authorization of bill payments. Commissioner Moss presented January expenditures in the amount of \$64,943.29.
MOTION: Commissioner Diharce made motion to approve the Authorization and Approval of the January expenditures in the amount of \$64,943.29.
2nd: Commissioner Kirk
MOTION PASSED: 5/0 in favor.
6. Report of Service Provider in District territory:
 - a. Receive monthly performance report from representative of Bexar-Bulverde Volunteer Fire Department ("BBVFD"); discuss/take action as appropriate. Chief Bialick presented the BBVFD Incident Reporting System Emergent Responses for 12/1-31/23.
December 2023 Emergent calls = 272, with overall average on-scene at 6:15 minutes.
2023 YTD Emergent calls = 3077 with overall on scene at 6:15 minutes.
2022 YTD Emergent calls = 2998 with overall on scene at 6:46 minutes.
 - b. Receive report on City of San Antonio (COSA) U.S. Hwy 281 North Commercial Corridor within Bexar County ("Annexed Territory") from representative of BBVFD; discuss/take action

as appropriate. Chief Bialick reported SAFD Emergent calls in the US Hwy 281N Commercial Corridor for the month of December 2023.

10 Emergent San Antonio Fire Department calls in the US HWY 281N corridor.

10 BBVFD arrivals prior to any cancellation.

125 billable Emergent calls YTD.

- c. Receive report on BBVFD Station(s) 103, 104, 105, and 106; discuss/take action as appropriate. No report. No action taken.
 - d. Receive quarterly financial report from representative of BBVFD; discuss/take action as appropriate. Frances Miller, BBVFD Financial Manager, presented the BBVFD/ESD#3 Budget Comparison Report for October - December 2023. Available funds of \$1,052,834.00. No action taken.
 - e. Receive supplementary December 2023 monthly performance report from representative of BBVFD to include the following information as required by the following sections of the 2023 BCESD3# and BBVFD Service Contract:
Chief Bialick presented a written and verbal report addressing the following required topics.
 - Section 4.1.1 Description of changes in provider organization structure, by-laws, officers and/or board members. No changes were made to the Department's organization structure, by-laws, or officers in 2023.
 - Section 4.1.2 Summary of training activities for the year. Total training hours year to date were 5,337. This equates to 1,779 per shift, which exceeds the Texas Commission on Fire Protection requirements and the training requirement stated in 1.3.3 of the Service Contract.
 - Section 4.1.3 Summary of major building, vehicle, or equipment maintenance. A listing of major building, vehicle, and equipment maintenance was provided for Commissioners' review. Discussion and questions followed. No action taken.
7. Executive Session – The following may be discussed in Executive Session and Action Taken in an Opening 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.
8. Consider, discuss, and take appropriate action on the following items:
- a. Discuss Interlocal Agreement between the City of San Antonio (COSA) and the BCESD#3 to provide for Firefighting and Emergency Services in the U.S. Hwy 281 North Commercial Corridor Area annexed by the COSA. Gilbert Vazquez, BCESD#3 Legal Counsel, reported a letter was prepared to send to the COSA for the 2024 Annual Service Fee.
MOTION: Commissioner Moss made a motion to approve the 2024 Annual Service Fee in the amount of \$306,412.65 for the Bexar County Emergency Services District No. 3/City of San Antonio Interlocal Agreement to provide firefighting and emergency services effective December 31, 2016, and to Authorize BCESD#3 Board President Raymond L. Wilkinson to notify the City of San Antonio of the 2024 Annual Service Fee amount.
2nd: Commissioner Kirk
MOTION PASSED: 5/0 in favor.
 - b. Receive and review BCESD#3 Investment Transaction Report for Quarter ending December 31, 2023 per BCESD#3 Investment Policy. Commissioner Kirk presented the Investment Transaction Report for Quarter ending December 31, 2023, which includes the purchase of two (2) new Certificates of Deposit. Total funds on deposit as of December 31, 2023 are \$13,980,771. No action taken.
 - c. Status report/update on BCESD Association. Joshua Brown, BCESD Association Executive Director, reported the next meeting to be held at BCESD#3 Station 105. Topics to be discussed include Auto Vehicle Location (AVL), pooled insurance and canceling Social Security.

- d. Status report/update on BCESD#3/BBVFD merger. The Due Diligence document has been released. BBVFD staff are prepared to provide documents through secure data room. No action taken.
- e. Texas Health and Safety Code 775.036(f) requirement that each January the Board publish District office street address in legal notices section of newspaper. Commissioner Moss reported that the ad has been submitted and will run in the January 11, 2024, edition of the San Antonio Express-News newspaper.
- f. BCESD#3 Commissioner (2) holdover status. Christopher Herrera, BCESD Liaison, reported that he recommended Commissioner Diharce and Commissioner Moss to be re-appointed in November. Mr. Herrera will work with Bexar County Commissioner Moody's Chief of Staff to have appointments placed on an upcoming Agenda for the Bexar County Commissioners Court meeting for official reappointment. He also confirmed that remaining three (3) ESD Commissioners should begin paperwork for their reappointment.
- g. Recurring BCESD#3 monthly meeting items/calendar management. Commissioner Dailey presented Board with updated Recurring Reports Worksheet. No action taken.
- h. BCESD#3 Sales and Use Tax Matters. No report. No action taken.
- i. SAFE-D Annual Conference, Irving, Texas, February 22-24, 2024. Commissioner Dailey reported she will not be able to attend this year's conference.
- j. Date and time of the February 2024 monthly meeting.
MOTION: Commissioner Dailey made motion that the regular meeting be held February 13, 2024, at 6:30 p.m. at BBVFD Station 105, 25408 Canyon Golf Road, San Antonio, Texas 78260.

2nd: Commissioner Diharce

MOTION PASSED: 5/0 in favor.

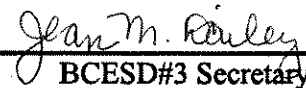
- 9. Close meeting.

MOTION: Commissioner Moss made motion to close meeting at 8:00 p.m.

2nd: Commissioner Kirk

MOTION PASSED: 5/0 in favor.

ATTEST:



BCESD#3 Secretary

