



Bexar County
Emergency Services District No. 3
April 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 (BCESD No.3) had a regular board meeting on April 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. **None.**
3. Citizen Comment. **None.**
4. Reading and approval of minutes for the regular meeting conducted on March 12, 2024.
MOTION: Commissioner Diharce made motion to accept the minutes for March 12, 2024.
2nd: Commissioner Moss.
MOTION PASSED: 5/0 in favor.

NOTE: Board President Commissioner Wilkinson requested to defer from the order of the agenda and proceed to Item 8.e.v.

8. e. v. Discuss/take action on the adoption of the Texas County & District Retirement System (TCDRS) employee retirement plan; presentation and report by TCERS Representative. TCERS Representative Kristina Fox presented the TCERS employee retirement plan by Video Conference. Discussion was held.
MOTION: Commissioner Diharce made motion to adopt the employee retirement plan as presented in the Participation Agreement and Plan Agreement under the Texas County & District Retirement System (TCERS).
2nd: Commissioner Kirk.
MOTION PASSED: 5/0 in favor.
MOTION: Commissioner Diharce made motion to adopt the resolution authorizing the establishment of credited service with the Texas County & District Retirement System for BCESD No. 3 employees who were previously employed with a predecessor entity.
2nd: Commissioner Moss.
MOTION PASSED: 5/0 in favor.

NOTE: Board President Commissioner Wilkinson announced the Board would return to Item 5.

5. Financial report for month of March 2024 was presented. Commissioner Moss gave report with ending cash balance for the month of March 2024 of \$15,297,291.00.
MOTION: Commissioner Kirk made motion to accept financial report as submitted for the month of March 2024.
2nd: Commissioner Diharce.

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 April expenditures in the amount of \$2,835,829.59.

MOTION: Commissioner Diharce made motion to approve the Authorization and Approval of the April expenditures in the amount of \$2,835,829.59.

2nd: Commissioner Dailey.

MOTION PASSED: 4/1 in favor, with Commissioner Kirk voting against.

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 Beaudoin presented the BBVFD Incident Reporting System Emergent Responses for 3/1-31/24.
March 2024 Emergent calls = 242, with overall average on-scene at 5:52 minutes.
2024 YTD Emergent calls = 794 with overall on scene at 6:08 minutes.
2023 YTD Emergent calls = 757 with overall on scene at 6:34 minutes.
Chief Beaudoin reported that January 2024 and February 2024 average on-scene times were not accurate due to new reporting system. Corrected average on-scene time for January 2024 is 6:21 minutes and corrected average on-scene time for February 2024 is 6:06 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 Beaudoin reported SAFD Emergent calls in the US Hwy 281N Commercial Corridor for the month of March 2024.
7 Emergent San Antonio Fire Department calls in the US HWY 281N corridor.
6 BBVFD arrivals prior to any cancellation.
21 billable Emergent calls YTD.
- c. Receive report on BBVFD Station(s) 103, 104, 105, and 106; discuss/take action as appropriate. Chief Beaudoin reported the design team for Station #103 held its initial meeting. The site survey for Station #103 is completed and elevation design may be presented at next BCESD No. 3 Board meeting. Chief Beaudoin reported same design team has started work for Station #104 expansion.
No action taken.
- d. Receive Quarterly Financial Statement Report from representative of the BBVFD. BBVFD Financial Manager Frances Miller presented the BBVFD/BCESD No. 3 Budget Comparison Report for January – March 2024. Available funds of \$1,117,606.00. **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 No. 3 to provide for Firefighting and Emergency Services in the U.S. Hwy 281 North Commercial Corridor Area annexed by the COSA. **No report.**
- b. Review Linebarger 2023 Year End Summary of Delinquent Tax Collection Report. Commissioner Moss provided a brief summary of report and noted that the full report was available in the BCESD No. 3 office. **No action taken.**
- c. Quarterly Investments Transaction Report. Commissioner Kirk presented BCESD No. 3 Investment Transaction Report for Quarter ending March 31, 2024, which includes the purchase of two (2) new Certificates of Deposit. Total funds on deposit as of March 31, 2024 are \$15,301,649.

MOTION: Commissioner Diharce made motion to approve Quarterly Investments Transaction Report for Quarter ending March 31, 2024.

2nd: Commissioner Dailey.

MOTION PASSED: 5/0 in favor.

d. Status report/updates on BCESD Association. **No report.**

e. Status report/updates on BCESD No. 3/BBVFD merger.

i. Discuss/take action on the revision of BCESD No. 3's Mission Statement.

Discussion was held.

MOTION: Commissioner Diharce made motion to change the current mission statement of Bexar County Emergency Services District No. 3 to: "The Mission of the Bexar County Emergency Services District No. 3 is to provide premium emergency and rescue services to the residents and businesses within the geographic boundaries of Bexar County ESD No. 3 through courteous, caring and prompt customer service to protect lives and preserve property while promoting community awareness and involvement."

2nd: Commissioner Kirk.

MOTION PASSED: 5/0 in favor.

ii. Discuss/take action on the use of the name "Bexar-Bulverde Fire Department," a department operated by BCESD No. 3 and the logo design for such department. Discussion was held on the department name and a new logo was chosen.

MOTION: Commissioner Diharce made motion to approve the use of the name Bexar-Bulverde Fire Department and to approve the new design for the fire department logo as presented of the Bexar-Bulverde Fire Department, a department operated by BCESD No. 3.

2nd: Commissioner Kirk.

MOTION PASSED: 5/0 in favor.

iii. Discuss/take action on the adoption and revision of the employee handbook for BCESD No. 3 to be used by the Bexar-Bulverde Fire Department, a department operated by BCESD No. 3. Discussion was held.

MOTION: Commissioner Kirk made motion to adopt and revise the Employee Handbook currently used by the Bexar-Bulverde Volunteer Fire Department to be used by the Bexar-Bulverde Fire Department, a department operated by BCESD No. 3 and to retain Attorney John Ferguson, Jr. of the Schmoyer Reinhard law firm to perform the revision work with the approximate cost of this revision to be \$3,000.00.

2nd: Commissioner Moss.

MOTION PASSED: 5/0 in favor.

iv. Discuss/take action on the employee benefits to be adopted by BCESD No. 3 for the Bexar-Bulverde Fire Department, a department operated by BCESD No. 3. Discussion was held on employee benefits that were originally presented to the Board on March 12, 2024.

MOTION: Commissioner Kirk made motion to adopt the employee benefits as presented to be provided to the Bexar-Bulverde Fire Department, a department operated by BCESD No. 3 with these benefits to include Group Health, Dental and Vision, Group Basic Life, Group Additional Life, Short-and-Long-Term Disability, Accident and Sickness, Uniform Policy, Sick Leave, and Paid Time Off.

2nd: Commissioner Dailey.

MOTION PASSED: 5/0 in favor.

Note: Item 8.e.v. was discussed out of order, after Item 4.

- vi. Discuss/take action on the adoption of a 457B retirement plan to be administered by BCESD No. 3 based on the BBVFD's current 401K retirement plan. Discussion was held.
MOTION: Commissioner Kirk made motion to approve the application from Retirement Plan Consultants for the purposes of converting the Bexar-Bulverde Volunteer Fire Department's current 401K retirement plan to a 457B to be administered by BCESD No. 3 with the annual administration fees of approximately \$15,500.00 associated with the new 457B to be paid by BCESD No. 3.
2nd: Commissioner Moss.
MOTION PASSED: 5/0 in favor.
- vii. Discuss/take action on a Non-Exempt employee pay scale based on the current BBVFD Non-Exempt pay scale. Discussion was held.
MOTION: Commissioner Diharce made motion to approve the Non-Exempt pay scale for BCESD No. 3 employees as presented for the Bexar-Bulverde Fire Department, a department operated by BCESD No. 3.
2nd: Commissioner Moss.
MOTION PASSED: 5/0 in favor.
- viii. Discuss/take action on a base salary increase for all Non-Exempt personnel with the rank of firefighter through Battalion Chief who are employed by BCESD No. 3 at the onset of the new fiscal year effective October 1, 2024. Discussion was held.
MOTION: Commissioner Diharce made motion to institute a 4% pay increase in the base salary of all non-exempt personnel with the rank of firefighter through Battalion Chief who are employed by BCESD No. at the onset of the new fiscal year effective October 1, 2024, at an approximate cost of \$225,000.00.
2nd: Commissioner Kirk.
MOTION PASSED: 5/0 in favor.
- ix. Discuss/take action on the purchase of a 2024 Ford Explorer in response to the BCESD No. 3's Request For Proposal (RFP) issued March 20, 2024, with the opening of all sealed bids received timely. Sealed bids from Bluebonnet Ford, Jordan Ford and Northside Ford were opened and discussed.
MOTION: Commissioner Kirk made motion to accept the submitted bid of \$61,708.35 from Jordan Ford for the purchase of a 2024 Ford Explorer in response to the BCESD No. 3's RFP dated March 20, 2024, as attached and to ratify the issuance of such RFP.
2nd: Commissioner Diharce.
MOTION PASSED: 5/0 in favor.
- x. Discuss/take action on the proposed signing bonus for full-time and volunteer members. Discussion was held.
MOTION: Commissioner Diharce made motion to approve a one-time signing bonus of \$1,000.00 to be paid to all current full-time and volunteer members thirty (30) days after beginning employment with BCESD No. 3 with the amount of such bonus to be grossed up to net the full \$1,000.00 to each eligible recipient after taxes, at an approximate cost of \$87,000.00.
2nd: Commissioner Kirk.
MOTION PASSED: 5/0 in favor.

- xi. Discuss/take action on amending the current operating account with Broadway Bank. Discussion was held.
MOTION: Commissioner Moss made motion to open a new payroll account at Texas Partners Bank to allow for the direct deposit of employee paychecks and to authorize Gerald Bialick, Dustin Beaudoin, and Frances Miller as authorized signers on the account.

2nd: Commissioner Kirk.

MOTION PASSED: 5/0 in favor.

- f. BCESD No. 3 Sales and Use Tax matters. **No report.**
- g. Highlights of Texas State Library and Archives Commission's Record Management Workshop attended by Administrative Assistant, Stacy Shults. Stacy Shults reported that all Commissioners and staff should be archiving all emails and digital communications related to BCESD No. 3 business. **No action taken.**
- h. Recurring BCESD No. 3 monthly meeting items/calendar management. **No action taken.**
- i. Date and time of the May 2024 monthly meeting.

MOTION: Commissioner Dailey made motion that the regular meeting be held May 14, 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 8:34 p.m.

2nd: Commissioner Diharce.

MOTION PASSED: 5/0 in favor.

ATTEST:



BCESD No. 3 Recording Secretary