



Bexar County
Emergency Services District No. 3
May 14, 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 May 14, 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 6:35 p.m. and a quorum was established by roll call. Robert Moss, David Diharce, Ray Wilkinson, and John Kirk were present at roll call. Commissioner Wilkinson announced the resignation of Commissioner Jean Dailey, effective April 15, 2024. Commissioner Wilkinson also announced Stacy Shults, BCESD No. 3 Administrative Assistant, would act as the Recording Secretary for this meeting.
2. Welcome and recognition of citizens. **None.**
3. Citizen Comment. **None.**
4. Reading and approval of minutes for the regular meeting conducted on April 9, 2024.
MOTION: Commissioner Kirk made motion to accept the minutes for April 9, 2024.
2nd: Commissioner Diharce.
MOTION PASSED: 4/0 in favor.

NOTE: Board President Commissioner Wilkinson requested to defer from the order of the agenda and proceed to Item 6.

6. Discuss/take action as appropriate to approve the finalized BCESD No. 3 2023 Audited Report for FY ended September 30, 2023, to be presented by representative from Montemayor Britton Bender, PC, CPAs. Stacy Britton, representing Montemayor Britton Bender, PC, CPAs, presented the Independent Auditors Report and Financial Statements for BCESD No. 3 Fiscal Year ended September 30, 2023. Discussion was held.
MOTION: Commissioner Diharce made motion to accept the Independent Auditors Report and Financial Statements as presented.
2nd: Commissioner Kirk.
MOTION PASSED: 4/0 in favor.

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

5. Financial report for month of April 2024 was presented. Commissioner Moss gave report with ending cash balance for the month of April 2024 of \$12,837,826.00.
MOTION: Commissioner Kirk made motion to accept financial report as submitted for the month of April 2024.
2nd: Commissioner Diharce.
MOTION PASSED: 3/0 in favor with Commissioner Moss abstaining.

- a. Discuss/take action as appropriate regarding monthly approval and authorization of bill payments. Commissioner Moss presented May expenditures in the amount of \$33,182.37. **MOTION: Commissioner Diharce made motion to approve the Authorization and Approval of the May expenditures in the amount of \$33,182.37.**
2nd: Commissioner Kirk.
MOTION PASSED: 4/0 in favor.
7. 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. Assistant Chief George Amen presented the BBVFD Incident Reporting System Emergent Responses for 4/1-30/24.
April 2024 Emergent calls = 260, with overall average on-scene at 6:00 minutes.
2024 YTD Emergent calls = 1,055 with overall on scene at 6:06 minutes.
2023 YTD Emergent calls = 1,013 with overall on scene at 6:35 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. Assistant Chief Amen reported SAFD Emergent calls in the US Hwy 281N Commercial Corridor for the month of April 2024.
9 Emergent San Antonio Fire Department calls in the US HWY 281N corridor.
8 BBVFD arrivals prior to any cancellation.
29 billable Emergent calls YTD.
 - c. Receive report on BBVFD Station(s) 103, 104, 105, and 106; discuss/take action as appropriate. Jerry Bialick, Executive Director, reported drawings for Station 103 would be presented at BCESD No. 3 June Board meeting. Design for Station 104 expansion is complete; next step is Request for Bids.
8. Report on BCESD No. 3 matters from BCESD No. 3 Executive Director. **Tabled.**
9. 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.**
10. 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 COSA. **Gilbert Vazquez, Legal Counsel for BCESD No. 3, reported he will follow up with COSA Attorney to determine the status of the Letter Agreement setting the 2024 Annual Service Fee.**
 - b. Discuss/take action on providing I-Pads and cell phones to BCESD No. 3 Board Commissioners. Executive Director Bialick presented costs for I-Pads, I-Pad cases, cell phones and cell service. Discussion was held.
MOTION: Commissioner Diharce made motion to approve the purchase of I-Pads, I-Pad cases, and cell phones for BCESD No. 3 Board Commissioners.
2nd: Commissioner Kirk.
MOTION PASSED: 4/0 in favor.
 - c. Discuss/take action on changing start time for BCESD No. 3 monthly meetings from 6:30 pm to 5:30 pm. Discussion was held.
MOTION: Commissioner Moss made motion to approve changing the monthly BCESD No. 3 Board Meetings start time to 5:30 pm, effective June 2024.
2nd: Commissioner Diharce.
MOTION PASSED: 4/0 in favor.

- d. Status report/updates on BCESD Association. **No report.**
- i. Discuss/take action on appointing Jerry Bialick, Executive Director, as a BCESD No. 3 alternate delegate to the BCESD Association.
MOTION: Commissioner Kirk made motion to appoint Executive Director Bialick as a BCESD No. 3 alternate delegate to the BCESD Association.
2nd: Commissioner Diharce.
MOTION PASSED: 4/0 in favor.
- e. BCESD No. 3/BBVFD merger.
- i. Discuss/take action on Resolutions of the BCESD No. 3 Board of Commissioners authorizing the Operations Merger with BBVFD. Joseph Struble, Legal Counsel for BCESD No. 3, presented overview and resolutions pertaining to the Operations Merger between BCESD No. 3 and BBVFD.
MOTION: Commissioner Kirk made motion to approve the Resolutions authorizing the Operations Merger between BCESD No. 3 and BBVFD to become effective 6/1/2024. (See Attached.)
2nd: Commissioner Moss
MOTION PASSED: 4/0 in favor.
- ii. Discuss/take action on new insurance policies and amend the current insurance policies of BCESD No. 3. Discussion held.
MOTION: Commissioner Diharce made motion to amend the current BCESD No. 3 insurance policy which renews September 1, 2024, to provide coverage for the property, portable equipment, cyber liability, crime, excess liability, management liability, and auto exposures being transferred to BCESD No. 3 from the BBVFD, and to include the BBVFD as an additional insured on those policies, at an approximate cost of \$40,000 for the period of June 1, 2024 to September 1, 2024.
2nd: Commissioner Kirk.
MOTION PASSED: 4/0 in favor.
MOTION: Commissioner Kirk made motion to approve the quote from VFIS for the purchase of a Workers Compensation policy that provides coverage to the employees and volunteers of BCESD No. 3 at the annual cost of \$134,357.00.
2nd: Commissioner Diharce
MOTION PASSED: 4/0 in favor.
MOTION: Commissioner Moss made motion to approve the VFIS proposal for Accident and Sickness coverage for department volunteers, part-time, and administrative staff for \$2,175.00.
2nd: Commissioner Kirk
MOTION PASSED: 4/0 in favor.
- iii. Discuss/take action on the Procurement and Purchasing policies. Discussion was held.
MOTION: Commissioner Diharce made motion to approve the Procurement Policy, the Purchasing and Reimbursement Policy, and Purchasing Card Policy as presented.
2nd: Commissioner Kirk
MOTION PASSED: 4/0 in favor.
- iv. Discuss/take action on preferred Vendor List for BCESD No. 3. Discussion was held.
MOTION: Commissioner Kirk made motion to approve the preferred vendor list.
2nd: Commissioner Moss.
MOTION PASSED: 4/0 in favor.
- v. Ratify and adopt the current operational policies and procedures of the BBVFD. Discussion was held.

MOTION: Commissioner Moss made motion to ratify and adopt the current operational policies and procedures of the BBVFD as developed and being developed under the Lexipol policy and procedure management system.

2nd: Commissioner Kirk.

MOTION PASSED: 4/0 in favor.

- vi. Approve signatory authority for vehicle title transfers. Discussion was held.
MOTION: Commissioner Diharce made motion to grant authority to Jerry Bialick, Executive Director of BCESD No. 3, the signing authority necessary for the transfer of vehicle titles of all vehicles identified on the attached schedule being transferred to BCESD No. 3 from the BBVFD.
2nd: Commissioner Kirk.
MOTION PASSED: 4/0 in favor.
 - vii. Discuss/take action on the extension of the approved sign-on bonus to newly hired full-time and current part-time firefighters. Discussion was held.
MOTION: Commissioner Kirk made motion to approve the extension of the \$1,000.00 sign-on bonus to current part-time firefighters and a \$500.00 bonus to the nine (9) firefighters recently hired.
2nd: Commissioner Moss.
MOTION PASSED: 4/0 in favor.
 - f. BCESD No. 3 Sales and Use Tax matters. Commissioner Kirk gave report on sales tax trends, and on interest rates trends relating to Certificates of Deposit. **No action taken.**
 - g. Recurring Reports Calendar. **No action taken.**
 - h. Date and time of the June 2024 monthly meeting.
MOTION: Commissioner Kirk made motion that the regular meeting be held June 11, 2024, at 5:30 p.m. at BBFD Station 105, 25408 Canyon Golf Road, San Antonio, Texas, 78260.
2nd: Commissioner Moss
MOTION PASSED: 4/0 in favor.
11. Close meeting.
MOTION: Commissioner Moss made motion to close meeting at 8:12 p.m.
2nd: Commissioner Diharce.
MOTION PASSED: 4/0 in favor.

ATTEST:



BCESD No. 3 Recording Secretary

Schedule of Vehicles

Vehicle			
<u>No.</u>	<u>Year</u>	<u>Make & Model</u>	<u>VIN</u>
1	2008	CENTEX UTILITY TRAILER	5RHCT162X8H002945
2	2008	INTL PUMPER TANKER	1HTWYAHT38J567383
3	2007	FORD BRUSH VEH	1FDWW37P07EB49286
4	2013	CONTINENTAL REHAB TRL	5NHUVH218DY017110
5	2014	SPARTAN RESCUE HVY	4S7AT2D9XEC078709
6	2015	CHEVY FIRST RESPONDER	1GNSK2EC0FR603589
7	2015	CHEVY FIRST RESPONDER	1GNSK2EC0FR603561
8	2017	FORD BRUSH VEH	1FD0X5HT1HEC80903
9	2018	PIERCE PUMPER LDH	4P1BAAGF8JA018450
10	2018	PIERCE PUMPER LDH	4P1BAAGFXJA018451
11	2017	FORD MINI PUMPER	1FD0W5HTXHEE87776
12	2019	PIERCE QUINT LDH	4P1BCAGF0KA019782
14	2020	PIERCE TANKER	1FVHCYFE4LHLF2953
15	2019	FORD FIRST RESPONDER	1FMJU1KT8KEA89324
16	2019	FORD SERVICE	1FTEW1C59KKE76207
17	2020	FORD BRUSH VEH	1FD0X5HT7LEC49342
18	2021	FORD FIRST RESPONDER	1FM5K8AW9MNA06899
19	2020	FORD FIRST RESPONDER	1FT8W3BT6LED68698
20	2021	P&C TRAILER	1P9PU1629MM829607
21	2021	FORD FIRST RESPONDER	1FM5K8AW1MNA21347
22	2021	FORD FIRST RESPONDER	1FM5K8AWXMNA21346
23	2021	PIERCE QUINT LDH	4P1BCAGFXMA023650
24	2022	BME PUMPER	3HAEETAR3NL620577
25	2022	FORD FIRST RESPONDER	1FMSK7DH3NGC01493
26	2022	FORD FIRST RESPONDER	1FT7W2BT2NEF24888
27	2023	FORD FIRST RESPONDER	1FTFW1E50PKE16468

