

**MINUTES**  
**REGULAR MEETING**  
**BEXAR COUNTY EMERGENCY SERVICES DISTRICT NO. 5**  
**AUGUST 15, 2024**

**In accordance with the Texas Open Meetings Act, Chapter 551, Texas Government Code, the Board of Commissioners of Bexar County Emergency Services District No. 5 had a REGULAR MEETING at 7120 E. 6<sup>th</sup> Street, Somerset, TX 78069 on AUGUST 15, 2024 immediately following the Bexar County ESD5 Fire and Rescue Board of Directors meeting scheduled for 6:00 pm.**

- 1) Call the Bexar County Emergency Services District 5 meeting to order and establish a quorum.**

*Meeting was called to order at 6:12 pm and a quorum was established. Board members in attendance were Herschel Postert, Howard Dalros, Andrew Flores, Becky Schneider, and Robert Pierce.*

- 2) Invocation: Pledge of Allegiance to the American Flag.**

*Pledge recited.*

- 3) Citizens to be heard: This item will be open for a maximum of 30 minutes with 3 minutes per speaker. (If there are more than 10 speakers, each will be given 2 minutes.)**

*There were no citizens to speak.*

- 4) Report on the ESD Association meeting, with action taken, if necessary**

*Commissioner Dalros said he did not attend the last meeting but said Chief Estep told him that the focus was on the insurance pool with 19:21 Consultants. It was also said they wanted to have a 3<sup>rd</sup> alternative from each ESD to have more participation. Commissioner Dalros said they were able to improve the dispatch system by hiring more people, increasing pay, approving overtime, etc. They said that was a result of the Association pushing for these changes.*

- 5) Report from Art Martinez de Vara on legislative topics and local matters, with action taken, if necessary**

*Art was not present.*

- 6) Report from Chris Herrera, Office of Emergency Management, with action taken, if necessary**

*Chris Herrera was not present.*

- 7) Report from the General Manager, with action taken, if necessary**

*Sheila reported the Bexar County Audit is ongoing and there had been a question about the*

*The Bexar County Emergency Services District No. 5 reserves the right to adjourn into closed session at any time during the course of the meeting to discuss any of the matters listed above should such action be necessary as authorized by the Texas Open Meetings Act, Texas Government Code 551.071 (Consultation with Attorney), 551.074 (Personnel Matters) or 551.087 (Economic Development) and any other provision under Texas Law that permits this governmental body to discuss a matter in a closed session. Action, if any, will be taken in open session.*

*The Bexar County Emergency Services District No. 5 is committed to compliance with the Americans with Disabilities Act. Reasonable modification and equal access to communications will be provided upon request. Requests for accommodation or interpretive services at meetings should be made 48 hours prior to this meeting. Please contact Bexar County Emergency Services District No. 5 at 830-429-7119.*

**MINUTES**  
**REGULAR MEETING**  
**BEXAR COUNTY EMERGENCY SERVICES DISTRICT NO. 5**  
**AUGUST 15, 2024**

*process of paying bills. ESD2 shared their purchasing policies. Copes were given to the board for their review and possibly adopting something similar soon.*

**8) Report from investment officer, Commissioner Pierce, with action taken, if needed.**

*Commissioner Pierce reported that \$225k was moved from Charles Schwab to the operating account for payroll. Nothing further was reported.*

**9) Consent Agenda:**

**a) Review and approval of the minutes for the Regular Meeting on July 25, 2024**

*Motion by Commissioner Schneider to accept the minutes as presented. Seconded by Commissioner Dalros. Motion carried.*

**b) Review and approval of financials**

*Motion by Commissioner Pierce to accept the financials as presented. Seconded by Commissioner Dalros. Motion carried.*

**10) Reports, presentations, and funding requests with action taken as appropriate:**

*(Reports should include Financial reports (revenue and expenditures), Run Reports, Training Reports and Hours, Volunteer Hours)*

**a) Bexar County ESD 5 Fire and Rescue**

*Report given in the Fire Rescue meeting by Chief Esparza. Nothing further.*

**b) Lytle Volunteer Fire Dept.**

*Vanessa Lopez was present for Lytle VFD. Vanessa reported their brush truck was broke down and parked at Station 152. The parts have been delayed so she is trying to get truck towed to Lytle but it will cost about \$800. Commissioner Scheider told her not to go to the expense as long as the truck is not in the way. Chief Esparza said it was fine form the truck to be there until the parts come in.*

*Call volumes reported were 48 in district with an average response time of 9:08.*

**11) Action items:**

**Re: Future fire station on Montgomery Road:**

**a) Construction progress report from AGCM, with action taken as necessary, for continued progress on the project**

*Mark Price of AGCM reported that the framing is completely done and the insulation*

The Bexar County Emergency Services District No. 5 reserves the right to adjourn into closed session at any time during the course of the meeting to discuss any of the matters listed above should such action be necessary as authorized by the Texas Open Meetings Act, Texas Government Code 551.071 (Consultation with Attorney), 551.074 (Personnel Matters) or 551.087 (Economic Development) and any other provision under Texas Law that permits this governmental body to discuss a matter in a closed session. Action, if any, will be taken in open session.

The Bexar County Emergency Services District No. 5 is committed to compliance with the Americans with Disabilities Act. Reasonable modification and equal access to communications will be provided upon request. Requests for accommodation or interpretive services at meetings should be made 48 hours prior to this meeting. Please contact Bexar County Emergency Services District No. 5 at 830-429-7119.

**MINUTES**  
**REGULAR MEETING**  
**BEXAR COUNTY EMERGENCY SERVICES DISTRICT NO. 5**  
**AUGUST 15, 2024**

*is going in. The HVAC is being installed and doors are being hung. He says they are still waiting to hear from SARA. Legal Counsel said he will follow up with them tomorrow.*

**Re: Future fire station at IH35 and Luckey Road**

- b) Discussion and possible action regarding environmental surveys, clean up, shredding, dumpster, requests for qualifications and request for proposals, construction methods and any other matters related thereto**

*Mark Price of AGCM said the RFP are out for an architect and the process will close next Thursday.*

**Re: Future fire station at 9310 Mechler Lane:**

- c) Discussion and action taken as necessary regarding clean up, construction methods, and any other related matters**

*Commissioner Postert reported that the property has been closed and asked Chief Esparza when a sign could go up. Chief said he was sure Chief Estep would work on that.*

- d) Discussion and possible action for an agricultural lease agreement**

*Legal Counsel said terms need to be discussed and the lease will require the party to carry liability insurance or include a release of liability. Mr. Wilson will work on a lease.*

**Other items:**

- e) Discuss and consider approval of the 2024 tax rate calculation worksheet as provided by the county**

*Motion by Commissioner Pierce to approve the 2024 tax rate worksheet as provided by the county. Seconded by Commissioner Flores. Motion carried.*

- f) Discuss and consider approval of a proposed budget for 2024-2025**

*This item was taken in Executive Session.*

- g) Discuss and consider a proposed tax rate to fund the 2024-2025 budget**

*Motion by Commissioner Schneider to propose a 10 cent tax rate per \$100 of property*

The Bexar County Emergency Services District No. 5 reserves the right to adjourn into closed session at any time during the course of the meeting to discuss any of the matters listed above should such action be necessary as authorized by the Texas Open Meetings Act, Texas Government Code 551.071 (Consultation with Attorney), 551.074 (Personnel Matters) or 551.087 (Economic Development) and any other provision under Texas Law that permits this governmental body to discuss a matter in a closed session. Action, if any, will be taken in open session.

The Bexar County Emergency Services District No. 5 is committed to compliance with the Americans with Disabilities Act. Reasonable modification and equal access to communications will be provided upon request. Requests for accommodation or interpretive services at meetings should be made 48 hours prior to this meeting. Please contact Bexar County Emergency Services District No. 5 at 830-429-7119.

# MINUTES

## REGULAR MEETING

### BEXAR COUNTY EMERGENCY SERVICES DISTRICT NO. 5 AUGUST 15, 2024

*valuation. Seconded by Commissioner Flores. Motion carried with Commissioners Dalros, Flores, Schneider, and Pierce voting in favor and Commissioner Postert abstaining.*

**h) Discuss and consider setting a date for the public hearing, approval of the 2024-2025 budget, and adopting a tax rate**

*Motion by Commissioner Dalros to set a date for the public hearing as September 19<sup>th</sup>. Seconded by Commissioner Schneider. Motion carried.*

**i) Discussion and action to name the Express News as the paper of record**

*Motion by Commissioner Dalros to approve the Express News as the paper of record. Seconded by Commissioner Schneider. Motion carried.*

**j) Discuss and consider renewal of service provider contract for Lytle VFD**

*This item was taken in Executive Session.*

**k) Discuss and consider renewal of the service provider contract for ESD5 Fire and Rescue**

*This item was taken in Executive Session.*

**l) Discussion and possible action regarding EMS service**

*Commissioner Postert asked Chief Esparza to get with BC Herevia and see how much it would cost to have 3 units. Commissioner Dalros said it would be unaffordable.*

**m) Discussion and action to approve the amendments to the policies & procedures manual**

*Motion by Commissioner Dalros to approve the amendment to the policies and procedures manual as presented. Seconded by Commissioner Schneider. Motion carried.*

**n) Personnel issues: Including but not limited to hiring, terminations, discipline, suspensions, compensation, employee evaluations, and any other related matters**

*This item was taken in Executive Session.*

*Meeting was called into Executive Session at 6:35 pm for items 11f, 11j, 11k, citing Texas Government Code 551.071 Consultation with Attorney.*

*Meeting resumed in Open Session at 6:48 pm.*

*Item 11f – Motion by Commissioner Flores to approve the proposed 2024-2025 budget with the amended budget line item for Lytle VFD increased to \$132,000. Seconded by Commissioner Pierce. Motion carried.*

*Item 11j – Motion by Commissioner Schneider to renew the service provider contract with Lytle VFD for another year. Seconded by Commissioner Dalros. Motion carried.*

*Item 11k – Motion by Commissioner Pierce to renew the service provider contract*

The Bexar County Emergency Services District No. 5 reserves the right to adjourn into closed session at any time during the course of the meeting to discuss any of the matters listed above should such action be necessary as authorized by the Texas Open Meetings Act, Texas Government Code 551.071 (Consultation with Attorney), 551.074 (Personnel Matters) or 551.087 (Economic Development) and any other provision under Texas Law that permits this governmental body to discuss a matter in a closed session. Action, if any, will be taken in open session.

The Bexar County Emergency Services District No. 5 is committed to compliance with the Americans with Disabilities Act. Reasonable modification and equal access to communications will be provided upon request. Requests for accommodation or interpretive services at meetings should be made 48 hours prior to this meeting. Please contact Bexar County Emergency Services District No. 5 at 830-429-7119.

## MINUTES

### REGULAR MEETING

#### BEXAR COUNTY EMERGENCY SERVICES DISTRICT NO. 5

**AUGUST 15, 2024**

*with Bexar County ESD 5 Fire and Rescue. Seconded by Commissioner Dalros. Motion carried.*

*Meeting was called into Executive Session at 7:02 pm for item 11n citing Texas Government Code 551.074 Personnel Matters.*

*Meeting resumed in Open Session at 7:14 pm.*

*Item 11n – Motion by Commissioner Pierce to approve the evaluation and salary recommendation as directed in Executive Session and also to approve the salary range for the General Manager’s position as well as the Administrative Assistant’s position. Seconded by Commissioner Dalros. Motion carried.*

*Sheila Staggs addressed the board outlining Sylvia Garza’s evaluation and requested permission for a \$1 raise per hour. Legal Counsel asked the board if the GM has the authority to do that without board action and it was agreed by consensus that she did.*

*Commissioner Postert said he would call a special meeting to discuss the Chief’s evaluation.*

#### **12) Adjourn**

*Motion to adjourn by Commissioner Schneider. Seconded by Commissioner Dalros. Motion carried. Meeting adjourned at 7:16 pm.*

The Bexar County Emergency Services District No. 5 reserves the right to adjourn into closed session at any time during the course of the meeting to discuss any of the matters listed above should such action be necessary as authorized by the Texas Open Meetings Act, Texas Government Code 551.071 (Consultation with Attorney), 551.074 (Personnel Matters) or 551.087 (Economic Development) and any other provision under Texas Law that permits this governmental body to discuss a matter in a closed session. Action, if any, will be taken in open session.

The Bexar County Emergency Services District No. 5 is committed to compliance with the Americans with Disabilities Act. Reasonable modification and equal access to communications will be provided upon request. Requests for accommodation or interpretive services at meetings should be made 48 hours prior to this meeting. Please contact Bexar County Emergency Services District No. 5 at 830-429-7119.