

**MINUTES**  
**REGULAR MEETING**  
**BEXAR COUNTY EMERGENCY SERVICES DISTRICT NO. 5**  
**FEBRUARY 29, 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 February 29, 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 6:24 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.)**  
*No citizens to speak.*
- 4) Report on the ESD Association meeting, with action taken, if necessary**  
*Commissioner Dalros said the Association is working with insurers to create a pool type account for health insurance for ESDs. No action taken.*  
  
*Item 11 a was taken out of order.*
  - a) Discussion with action taken regarding the contract with Griggs Construction and any other matter related thereto.**  
*Motion by Commissioner Dalros to accept the contract with Griggs Construction and authorize Herschel Postert to sign and execute the agreement. Seconded by Commissioner Schneider. Motion carried.*
- 5) Report from Art Martinez de Vara on legislative topics, local matters, and contact with developers regarding a possible donation, with action taken, if necessary**  
*Art Martinez gave a brief update on Jungman Road. No action taken.*

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.

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- 6) **Report from Chris Herrera of OEM, with action taken, if necessary**  
*Chris Herrera was present and gave some insight into San Antonio's ETJ. He also said the OEM has some new equipment that could benefit the ESDs. They have a 460 gallon fuel trailer, 2 mobile command units, 5 new 125 kw generators. Chris also reported they have a new liaison officer to work with school districts.*
- 7) **Report, if any, from the General Manager**  
*Sheila said she is working on the Quickbooks online system that the District just purchased for both entities. It allows the ability to sign in from anywhere.*
- 8) **Report from investment officer, Commissioner Pierce, with action taken, if needed.**  
*Commissioner Pierce talked about moving excess funds to treasury bills and the money market and that we have been earning interest on that money for once. The t-bills mature every 30 days in case the money is needed. He is continuing to work with Kevin at Texas Regional Bank.*
- 9) **Consent Agenda:**
- a) **Review and approval of the minutes for the Regular Meeting on January 18, 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 Flores to accept the financials as presented. Seconded by Commissioner Pierce. 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**  
*Chief Estep said he was asked to become a board member for the Safe-D and asked if that would be a problem. He was asked to get information as to how much time that would involve.*
  - b) **Lytle Volunteer Fire Dept.**  
*No one was present for Lytle VFD. Commissioner Postert will send out a letter advising them that reports need to be submitted in a timely manner as per the contract and that checks may be held until paperwork is received.*

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**11) Action items:**

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

- a) Discussion with action taken regarding the contract with Griggs Construction and any other matter related thereto.**

*This item was addressed out of order earlier in the meeting.*

- b) Discussion and possible action regarding permits, platting, and any other related matters**

*Legal Counsel said that LK Travis had retained a new engineer.*

*Commissioner Dalros and Chief Estep will be going to the Fire Marshal's office to pull permits. No action taken.*

- c) Discussion and possible action on procurement of Construction and Materials Testing firm.**

*Motion by Commissioner Flores to approve the RFQ and rankings and authorize negotiation of a contract with the chosen firm (Terracon) and authorize Herschel Postert to sign and execute the contract after review by Legal Counsel, Seconded by Commissioner Schneider. Motion carried.*

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

- d) Discussion and possible action regarding environmental surveys, and any other matters related thereto**

*No action taken on this item.*

- e) Status of a sign at the property, with action, if needed**

*Chief Estep has not yet ordered the sign. No action taken.*

**Other items:**

- f) Discussion and possible action regarding hiring a realtor.**

*Motion by Commissioner Pierce to hire Galm Realty and authorize Herschel Postert to sign and execute the contract. Seconded by Commissioner Flores. Motion carried.*

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**g) Discussion and possible action regarding the rules for the City of San Antonio's ETJ**

*There was a brief discussion about the annexation presentation some of the commissioners attended at Safe-D. No action was taken.*

**h) Personnel issues: Including but not limited to complaints by employees related to their employment and/or hiring, terminations, discipline, suspensions, and compensation, and any other related matters**

*There was a discussion on how to respond to suggestions left in boxes. Union representative, Cody Perez, was present. He would like the information to come through the proper chain of command. It was also suggested that an email could be sent to the "allstaff" email. No action was taken.*

**i) Discussion and possible action on budget amendment to transfer money to Fire Rescue for Construction in Progress (CIP)**

*Motion by Commissioner Schneider to amend the budget as follows – Add a line item to track the loan proceeds; Add an item for the IH35 land purchase; close the Fire Rescue Construction account (7682) and instead open a construction account under the ESD5 with all 5 board members as signers and with a beginning transfer of \$50,000 from the 7682 account. Seconded by Commissioner Pierce. Motion carried.*

**j) Discussion and possible action to increase the credit limit on the ESD credit card**

*Motion by Commissioner Schneider to lower the credit limit back down to \$2500. Seconded by Commissioner Pierce. Motion carried.*

**10) Adjourn**

*Motion to adjourn by Commissioner Schneider. Seconded by Commissioner Flores. Motion carried.. Meeting adjourned at 7:56 pm.*

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