



Bexar County
Emergency Services District No. 3
January 10, 2023
6:30 PM
MINUTES

1. Commissioner Wilkinson called meeting to order at 6:30 p.m. and a quorum was established by roll call. Robert Moss, Ray Wilkinson, John Kirk, David Diharce, Jean Dailey 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 December 13, 2022.
MOTION: Commissioner Kirk made motion to accept minutes of the December 13, 2022 meeting.
2nd: Commissioner Diharce
MOTION PASSED: 5/0.
- Note: Board President Commissioner Wilkinson announced he would deviate from the order of the agenda and proceed to 8.a.
8. a. Presentation by Craig Chick, Public Affairs Director, Foley & Lardner LLP. Craig Chick introduced himself and presented to the BCESD#3 Commissioners, as a lobbyist, ways to assist the BCESD#3. No action taken.
- Note: Board President Commissioner Wilkinson announced that the Board would now go back to Item 5 on the agenda.
5. Financial report for month of December 2022 was presented. Commissioner Moss gave report with ending cash balance for the month of December 2022 of \$11,860,951.00.
MOTION: Commissioner Moss made motion to accept financial report as submitted for the month of December 2022.
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 2023 expenditures in the amount of \$9,912.50.
MOTION: Commissioner Dailey made motion to approve the Authorization and Approval of the January expenditures in the amount of \$9,912.50.
2nd: Commissioner Diharce
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 12/1-31/2022. December 2022 Emergent calls = 285, with overall average on-scene at 6:37 minutes. 2022 EOY Emergent calls = 2,998, with overall on scene at 6:46 minutes. 2021 EOY Emergent calls = 2916, with overall on-scene at 6:59 minutes.
 - b. Receive report on City of San Antonio (COSA) US 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 2022. There were 18 SAFD Emergent calls in the US HWY 281N corridor; 17 BBVFD arrival prior to any cancellation; 127 billable EOY.

- c. Receive report on BBVFD Station(s) 103, 104, 105, and 106; discuss/take action as appropriate. Nothing to report.
- d. Receive quarterly financial report from representative of BBVFD; discuss/take action as appropriate. Francis Miller, BBVFD Finance Officer, presented the Quarterly Financial Report with \$721,395.00 available funds. No further action taken.
- e. Receive supplementary December 2022 monthly performance report from representative of BBVFD to include the following information as required by the following sections of the 2022 BCESD#3 and BBVFD Service contract;

- Section 4.4.1. Description of changes in provider organizational structure, by-laws, officers and/or board members: Chief Bialick reported that Kevin Eastin has been added to the BBVFD Board of Directors.

- Section 4.1.2. Summary of training activities for the year.

- 5,114 total training hours were completed at the end of the year,
1705 hours/shift, or 82.5 hours per person.

- Section 4.1.3. Summary of major building, vehicle, or equipment maintenance:

- Station 105 installed new bay doors; Station 102 required sewer repairs (again); and
Station 104 had a new floor installed.

- 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.

- Board President Ray Wilkinson announced that today's date is January 10, 2023, and the Board would convene in closed Executive Session at 7:22 PM, under the authority of Section 551.071 of the Texas Open Meetings Act, Consultation with Legal Counsel. The Executive Session ended at 7:35 PM. No action or vote was taken in closed session.

- 8. Consider, discuss, and take appropriate action on the following items:

- b. Discuss and vote whether to join Bexar County ESD Association; authorization to contribute funds.

- MOTION: Commissioner Diharce made motion to approve BCESD3 being a participating member of the Bexar County Emergency Services Districts Association subject to the review of the final creation documents for the BCESD Association by BCESD3 legal counsel.**

- 2nd: Kirk**

- MOTION PASSED: 5/0 in favor.**

- Authorization to contribute funds tabled.

- c. 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. Chief Bialick presented the calculated numbers required in the interlocal service agreement for 2023. Discussion followed.

- MOTION: Commissioner Moss made motion to Approve the 2023 Annual Service Fee in the amount of \$291,821.57 for the Bexar County Emergency Services District No. 3/City of San Antonio Interlocal Agreement to provide firefighting and emergency services dated December 31, 2016, and to Authorize BCESD3 Board President Raymond L. Wilkinson to notify the City of San Antonio of the 2023 Annual Service Fee amount.**

- 2nd: Commissioner Diharce**

- MOTION PASSED: 5/0.**

- d. Quarterly reporting per BCESD#3 Investment Policy. Commissioner Kirk presented the BCESD#3 Investment Transactions Report for the quarter ending 12-31-2022. ESD funds totaling \$7,969,583 are on deposit at the Bank of San Antonio. The Operating Account (\$120,421) had a balance of \$139,268 at the beginning of the reporting period. The Money Market Account had a balance of \$7,849,162 at the end of the reporting period, after earning \$20,751 in interest for the three-month period ending 12/31/22; Certificates of Deposit \$1,002,500 (4). Total funds on deposit as of December 31, 2022, \$8,972,083.

- MOTION: Commissioner Diharce made motion to accept the report showing total funds on deposit as of December 31, 2022 as \$8,972,083.**

- 2ND: Commissioner Dailey**

- MOTION PASSED: 5/0.**

- e. SAFE-D Conference, February 2-4, 2023 Kalahari Resort, Round Rock, Texas. As of this meeting, Commissioner Moss and Commissioner Kirk are planning to attend.
- f. BCESD#3 Sales and Use tax matters. No report.
- g. Legislative items that may affect BCESD#3. No report.
- h. Texas and Health Safety Code 775.036(f) requirement that each January, the board shall publish the street address of the district's administrative office in the eight-point type in the legal notices section of a newspaper of general circulation in the district. Commissioner Moss reported that notice will be posted in the San Antonio Express News on January 14, 2023.
- i. Recurring BCESD#3 monthly meeting items/calendar management. Updates to the BCESD#3 Recurring Reports spreadsheet was provided to the Commissioners.
- j. Date and time of the February 2023 monthly meeting.

MOTION: Commissioner Dailey made motion that our regular meeting be held February 14, 2023, at 6:30 p.m. at the BBVFD Station 105, 25408 Canyon Golf Road, San Antonio, Texas 78260.

2nd: Commissioner Kirk

MOTION PASSED: 5/0.

9. Close Meeting.

MOTION: Commissioner Moss made motion to close meeting at 8:28 p.m.

2nd: Commissioner Kirk

MOTION PASSED: 5/0.

Note: This meeting has been scheduled in accordance with Texas Government Code, Chapter 551: Open Meetings.

ATTEST:



BCESD#3 Secretary