



Bexar County
Emergency Services District No. 3
April 14, 2020
6:30 PM
MINUTES

1. Commissioner Wilkinson called meeting to order at 6:31 p.m. and a quorum was established by roll call. Robert Moss, Ray Wilkinson, John Kirk, Jean Dailey present at roll call. David Diharce absent.
2. Welcome and recognition of citizens.
3. Citizen Comment. None.
4. Reading and approval of minutes for the regular meeting conducted on March 10, 2020.
MOTION: Commissioner Kirk made motion to accept minutes.
2nd: Commissioner Moss.
MOTION PASSED: 4/0 in favor.
5. Financial report for month of March was presented. Commissioner Moss gave report with ending cash balance for the month of March 2020 of \$6,961,383.00.
MOTION: Commissioner Kirk made motion to accept financial report as submitted for the month of March 2020.
2nd: Commissioner Dailey
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 April 2020 expenditures in the amount of \$13,052.01.
MOTION: Commissioner Kirk made motion to approve the Authorization and Approval of the April 2020 Expenditures in the amount of \$13,052.01.
2ND: Commissioner Dailey
MOTION PASSED: 4/0 in favor.
6. Report of Service Provider in District territory:
 - a. Receive monthly performance report from representative of Bexar-Bulverde Volunteer Fire Department (“BBVFD”), to include special report on COVID-19 related activities; discuss/take action as appropriate. Chief Bialick presented the BBVFD Incident Reporting System Emergent Responses for 03/1-31/20 Average Dispatch to On Scene Time: 6:22 minutes; total calls 189. YTD: 548; on scene time: 6:28. Annual fire hydrant safety inspections and flow testing has been completed. 97.1% met the blue standards, 1500 gallons per minute.
 Chief Bialick provided the commissioners with a BBVFD COVID-19 Special Report Handout, broken down into the following categories: Safety & Wellness, Staffing, PPE Management, Response, Communications, and Analysis. He reported that BBVFD is maintaining normal staffing at all stations and that all part time work has been suspended. He also reported that BBVFD personnel are assisting Acadian Ambulance Service as necessary with COVID-19 related calls. He noted that Acadian Ambulance service cleans each ambulance off-site after all patient transports. No BBVFD staff have been tested due to an exposure or for any Coronavirus symptoms and staff responding to COVID-19 related or suspected calls are using appropriate PPE.
 - b. Receive report on City of San Antonio U.S. Hwy 281 North Corridor within Bexar County (“Annexed Territory”) from a BBVFD representative discuss/take action as appropriate. Chief Bialick gave update. 13 SAFD Emergent Calls; 29 YTD.
 - c. Receive quarterly financial report from representative of Bexar-Bulverde Voluntary Fire Department. Francis Miller, BBVFD Financial Officer, presented the BBVFD First Quarter 2020 Budget Comparison Report. Discussion followed. No further action taken.

d. Receive report on BBVFD Station 106 and update on contractor selection. Chief Bialick provided information on the recommendation and selection of the general contractor for BBVFD Station #106. Five contractors submitted their individual bids on time to DeMunbrun Scarnato Associates, Inc., (DSA), (Architects, Planners, Interior Designers, Project Managers). The bids were reviewed by DSA, who recommended the contractor, yet to be named. Tentative start date is mid May 2020, with May 2021 as the estimated completion date. Per the San Antonio Water System, the well at the construction site needs to be plugged before the house at the construction site goes down. No further action taken.

7. Executive Session – Tabled.

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

a. Discuss Interlocal Agreement between the City of San Antonio and the BCESD#3 to provide for Firefighting and Emergency Services in the 281 Commercial Corridor Area annexed by the City of San Antonio. BCESD#3 Legal Counsel Gilbert Vazquez provided update. He reported that, at the City of San Antonio's request, on 19 March 2020, BCESD#3 President Ray Wilkinson sent the City a letter regarding the 2020 Annual Service Fee under the CoSA/BCESD#3 Interlocal Agreement stating a revised and slight increase in the amount of 2019 BBVFD Actual Expenditures previously reported to the City, but with no change in the \$252,086.44 Annual Service Fee for 2020 previously approved by the BCESD#3 Board. BCESD#3 is awaiting the CoSA signed copy of the letter. Mr. Vazquez gave guidance to prepare and send an invoice to CoSA for services rendered under the agreement from January 1, 2020 to March 31, 2020 based on the 2020 Annual Service Fee. No further action taken.

b. Discuss contract for the Collection of Delinquent taxes between BCESD#3 and Linebarger Goggan Blair & Sampson, LLP, Attorneys at Law. After a brief discussion, this item was tabled with no action taken.

c. BCESD#3 sales and use tax matters. Commissioner Kirk provided the Sales Tax Snapshot for April 2020. Discussion followed; no action taken.

d. Quarterly reporting per BCESD#3 Investment Policy. Commissioner Kirk presented the Investment Transactions Report for the Quarter ending March 31, 2020.

MOTION: Commissioner Dailey made motion to accept and approve the Bexar County Emergency Services District No. 3 Investment Transaction Report for the Quarter Ending March 31, 2020, with total funds on deposit as of March 31, 2020, \$6,949,348.

2nd: Commissioner Moss

MOTION PASSED: 4/0 in favor.

e. Date and time of the April 2020 monthly meeting.

MOTION: Commissioner Dailey made motion that our next regular meeting be held Tuesday, May 12, 2020 at 6:30 p.m. at BBVFD Station 105, 25408 Canyon Golf Road, San Antonio, Texas 78260.

2nd: Commissioner Kirk

MOTION PASSED: 4/0 in favor.

9. Close meeting.

MOTION: Commissioner Moss made motion to close meeting at 7:41 p.m.

2nd: Commissioner Dailey

MOTION PASSED: 4/0 in favor.

ATTEST:


BCESD#3 Secretary