

**Bexar County
Emergency Services District No. 12
Meeting Minutes
January 10, 2024
6:00 P.M.**

The Board may go into Closed Session on any agenda item, if permitted under Chapter 551 of the Texas Government Code. In such event, the Board President will announce the applicable Government Code Section prior to the Board going Into Closed Session.

The Bexar County Emergency Services District No. 12 conducted a meeting at the Bexar County ESD 12 Fire Department Station 191 located at 14229 FM 1346, St. Hedwig, Texas 78152 on December 13, 2023 and the following was discussed;

- 1. Call the Bexar County Emergency Services District No. 12 Meeting to Order.**

Commissioner Nickles called the meeting to order at 6:06 PM.

- 2. Establish Quorum.**

A quorum was present with Commissioner Nickles, Commissioner Latka, Commissioner Pena in attendance. Commissioner Neill and Commissioner Strzelczyk were not in attendance.

- 3. Citizen's Public Forum. (3 minutes time limit per individual).**

There were no citizens signed up to speak.

- 4. Approval of Meeting Minutes from November 08, 2023.**

Commissioner Pena moved to approve the November 08, 2023 meeting minutes as written and have the Assistant Treasurer sign the Minutes instead of the Secretary, Seconded by Commissioner Latka; Approved unanimously.

- 5. Report on items of interest to the Board by the Fire Chief. (There may be discussion on the following items).**

Chief Padalecki reported that since the last meeting they had their TCFP inspection and the department passed their inspection.

- a. Run reports on calls for District and other items of interest.**

The Board reviewed the run report but no one had any questions.

- b. Discussion and possible action on approving grant matching.**

Chief Padalecki reported that the department received a Grant for Bunker gear for \$20,000.00 and the matching funds needed would be approximately \$18,000.00.

Commissioner Pena moved to approve the Grant Matching Funds for the Bunker Gear for \$18,000.00, Seconded by Commissioner Latka; Approved unanimously.

- 6. Discussion with Bexar County Fire Marshall's Office or the Emergency Management Coordinator on the growth in the area and other items of interest to the district within the boundaries of the ESD No. 12 and the surrounding area and any upcoming training opportunities.**

Mr. Herrera was not in attendance to give the Board any updates.

7. Discussion and possible action regarding design and construction related to matters to the new station building located at 11800 U.S. Highway 87.

Commissioner Nickles whom was charring the meeting announced the Board was entering into closed meeting under Statute 551.071 at 6:08 PM, Commissioner Nickles announced the Board was resuming the open meeting at 6:39 PM.

8. To review and take an action regarding construction, repairs, or renovations to District real property, including, but not limited to, construction payments and fees, review and approve change orders, permitting, engaging in professional services for District construction projects and selection of General Contractor for District construction projects.

Commissioner Nickles whom was charring the meeting announced the Board was entering into closed meeting under Statute 551.071 at 6:08 PM, Commissioner Nickles announced the Board was resuming the open meeting at 6:39 PM.

9. Discussion, update, and possible action on design, cost, permits and any actions regarding the FM 1518 property station and administration offices.

No action taken on this item discussion only.

10. Discussion and possible action on Vehicle list on Insurance and any other matters to be considered with regards to Insurance.

Assistant Chief Padalecki reported that they have only had a few inquiries on the brush truck that is listed for sale.

No action taken on this item discussion only.

11. Discussion, update, and possible action on a tract of land to be purchase, for a future Fire Station location for the district.

No action taken on this item discussion only.

- 12. Discussion, update, and possible action Association of Emergency Services District of Bexar County.**

Assistant Chief Padalecki gave the Board an update on the issues that the association is working on for the next legislative session.

No action taken on this item discussion only.

- 13. Discussion and update on ESD Holiday party.**

Assistant Chief Padalecki reported that will all the conflicts everyone has on dates in December he has booked the Ranch House Event Center for January 06, 2024 from 6:00 PM to 8:00 PM.

- 14. Discussion, and possible action on purchasing Laptop, printer and hotspot device for ESD Secretary. (Commissioner Neill).**

Commissioner Pena moved to table the item at this time, Seconded by Commissioner Latka; Approved unanimously.

- 15. Discussion and possible action on attending SAFE-D Conference in February 2024.**

Commissioner Latka moved to allow Assistant Chief Padalecki attend and Commissioner Strzelczyk and the District will pay for the Registration fee for both attendees but not the Hotel for Commissioner Strzelczyk as he will be there for work at the time, Seconded by Commissioner Pena; Approved unanimously.

16. Financial Report.

- a. Discussion and review of the Financial Report and tax revenue collected to date.

Commissioner Nickles reported that to date the District has collected \$979,589.06 from all sources.

- b. Discussion and action on approving payment of all District bills for the month including payroll.

Commissioner Pena moved to pay all District bills including payroll, Seconded by Commissioner Latka; Approved unanimously.

- c. Discussion and action to transfer funds between Bank Accounts as needed.

No action taken on this item discussion only.

- d. Discussion and possible action on new bank account for the districts needs.

No action taken on this item discussion only.

- e. Discussion and possible action on the district reserve account.
(Commissioner Alex Pena)

Commissioner Pena moved to table this item at this time, Seconded by Commissioner Latka; Approved unanimously.

- f. **Discussion and possible action on additional credit cards for the district needs and requiring all credit card holders to complete and submit an expense report monthly on expenses on the credit card assigned to them.
(Commissioner Alex Pena)**

A discussion was held on adding another Credit Card for Battalion Chief Griffin and the reporting that the Board wants to see at the end of the Month for each individual card showing their purchases. Operations Manager Padalecki told Commissioner Nickles that he had his now Credit Card in the safe as the current card was getting ready to expire, Commissioner Nickles told Operations Manager Padalecki to leave the card in the safe and if he needs to use the card he will come by the station and pick it up.

Commissioner Pena moved to get an additional credit card for Battalion Chief Griffin and require all users to supply supporting paperwork for the use of the card, Seconded by Commissioner Latka; Approved unanimously.

CLOSED MEETING ITEMS AND ACTION

7. **Discussion and possible action regarding design and construction related to matters to the new station building located at 11800 U.S. Highway 87.**
8. **To review and take an action regarding construction, repairs, or renovations to District real property, including, but not limited to, construction payments and fees, review and approve change orders, permitting, engaging in professional services for District construction projects and selection of General Contractor for District construction projects.**

**Commissioner Latka moved to pay TIPS Pay Application No. 10 for \$70,673.87,
Seconded by Commissioner Pena; Approved unanimously.**

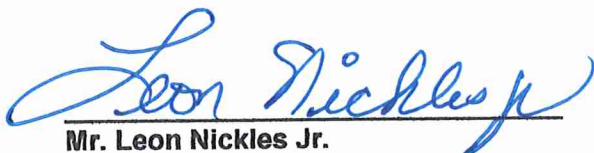
**Commissioner Latka moved to have the Districts Attorney move forward as
discussed in closed section, Seconded by Commissioner Pena; Approved
unanimously.**

15. Adjourn.

**With no further business Commissioner Pena moved to adjourn, Seconded by
Commissioner Latka; Approved unanimously.**

16. Adjourned: 7:38 PM

Attest:



**Mr. Leon Nickles Jr.
President
Bexar County ESD No. 12**



Bexar County ESD No. 12