

**Bexar County**  
**Emergency Services District No. 12**  
**Meeting Minutes**  
**June 17, 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 Special meeting at the Bexar County ESD 12 Fire Department Station 191 located at 14229 FM 1346, St. Hedwig, Texas 78152 on June 10, 2024, and the following was discussed.

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

Called meeting to order at 6:00pm

2. Establish Quorum.

A quorum was present with the following commissioners, Strzelczyk, Pena, and Latka in attendance at the time of the meeting called to order.

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

There were no citizens signed up to speak.

4. Discussion and action on having Commissioners take their Statement of Officer and oath of office pursuant to the state law.

Bradley Chambers read Statement of Officer at 6:01pm, then read oath of office at 6:02pm

Joe Ochoa read Statement of Officer at 6:03pm, then read oath of office at 6:04pm.

5. Discussion and action on election of officers of the Board of Emergency Service District No.12.

Commissioner Ochoa made nomination for Commissioner Strzelczyk to be elected President, Commissioner Pena second the nomination. Approved unanimously.

Commissioner Latka made nomination for Commissioner Ochoa to be elected Vice President, Commissioner Pena second the nomination. Approved unanimously.

Commissioner Ochoa made nomination for Commissioner Chambers to be elected Secretary. Commissioner Pena second the nomination. Approved unanimously.

Commissioner Latka made a nomination for Commissioner Pena to be elected Treasurer. Commissioner Chambers second the nomination. Approved unanimously.

Commissioner Ochoa made nomination for Commissioner Latka to be elected Assistant Treasurer / Assistant Secretary. Commissioner Chambers second the nomination. Approved unanimously.

6. Discussion and possible action on any changes with banks, signature cards, bonds, with the change of election of officers of Board of Emergency Service District No. 12.

Discussion was brought up about adding a fourth signature to the signature cards. Commissioner Pena had made comments that we did not need a fourth signature on the cards. When Commissioner Ochoa made comments, we should add one in case one of the 3 ever gets hurt, sick, or out of town to be able to make enough signatures to sign checks. Commissioner Chambers made motion to have a fourth signature added, Commissioner Ochoa second the motion. Approved unanimously.

Discussion was talked about which positions should be signatures on the signature cards. Commissioner Latka made the motion to have President, Vice President, Treasure, and Assistant Treasure / Assistant Secretary be the four signatures. Commissioner Chambers second the motion. Approved unanimously.

Discussion was brought up about old business on monies left in Schertz Bank. Commissioner Latka made a motion to resend motion made on October 11, 2023, item 13 c. Commissioner Ochoa second the motion. Approved unanimously.

Commissioner Latka made a motion to move the monies from Schertz bank to Frost bank and close the Schertz account. Commissioner Pena second the motion. Approved unanimously.

7. Discussion and possible action on Insurance needs for the District and value of vehicles.


Discussion was brought up by ESD Operation manager of the changes needed under insurance policy Crime. Public employee dishonesty for blanket per employee and blanket per loss needs the limits made to \$1,000,000 per each. This covers all employees

and each ESD commissioner. Commissioner Latka made the motion to change the amounts presented. Commissioner Pena second the motion. Approved unanimously. Discussion was brought up by ESD Operation manger to review vehicle values due to insurance renewal is coming up, it was discussed vehicle amounts presented for each vehicle. Commissioner Ochoa made the motion to make changes as presented, Commissioner Latka second the motion. Approved unanimously.

**8. Adjourn**

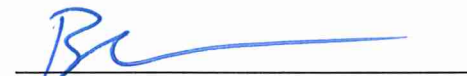
Commissioner Latka made a motion to adjourn the meeting, Commissioner Chambers second the motion to adjourn. Approved unanimously. Adjournment was at 6:58pm

**Attest:**



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**Todd Stzelczyk**  
**President**  
**Bexar County ESD No. 12**



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**Bradley Chambers**  
**Secretary**  
**Bexar County ESD No. 12**