

**Bexar County  
Emergency Services District No. 12  
Meeting Notice  
May 14, 2025  
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 will conduct a meeting at the Bexar County ESD 12 Fire Department Station 191 located at 14229 FM 1346, St. Hedwig, Texas 78152 the following will be discussed;

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

The meeting was called to order at 6:00 PM.

2. **Establish Quorum.**

Four Commissioners were present:

- President Tod Strzelczyk
- Vice President Joe Ochoa
- Treasurer Alex Pena
- Assistant Treasurer John Latka

Secretary Bradley Chambers was not present.

3. **Approval of Meeting Minutes from April 16, 2025.**

Regarding the meeting minutes, there was discussion regarding the status of the iPads to be utilized by the Commissioners for use during the board meetings that were approved at the meeting on April 16, 2025. Assistant Chief Lawrence Padalecki Jr. provided the update that the iPads are currently waiting on the keyboards before being released to be used. Commissioner Joe Ochoa made the motion to accept the minutes as presented. Commissioner John Latka seconded the motion. Approved 4-0.

**4. Citizens Public Forum. (3 minutes time limit per individual)**

There were no citizens present.

**5. Financial Report.**

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

Assistant Chief Lawrence Padalecki Jr. provided the numbers regarding the incoming tax revenue. Commission Joe Ochoa discussed the incoming sales tax comparison from the previous year and made note of the next quarterly deposit. The deposit from the sale of an engine truck was discussed and the Assistant Chief provided information to the board confirming that all items related to the sale of the engine have been completed.

There was heavy discussion regarding the payment of interest on the credit card statement/bill. Commissioner John Latka raised the issue about payment of the full bill versus payment of the statements line items which would result in interest not being accrued. Assistant Chief Lawrence Padalecki Jr. provided the reasoning for why the statement is not paid in full, as the statement charges are paid due to having documentation of each line item for audit purposes.

Commissioners John Latka and Alex Pena made reference to their methods and experience of paying their outside credit cards not related to the credit card for the ESD and proposed that the credit card balance should be paid in full once the statement is received. Commissioner Todd Strzelczyk confirmed with the Administrative Assistant that the statement items were paid for as soon as the statement is received.

During this time, Commissioner John Latka made a motion to suspend the discussion on this item so that it could be confirmed with the Auditor the best practice and ramifications of paying the statement line items versus paying the credit card statement's full balance. Commissioner Joe Ochoa seconded the motion to revisit this item. Approved 4.0.

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

Commissioner John Latka asked for information regarding the Worker's Compensation amounts and if there was a projection that this amount would lower in the future. It was discussed that even though there is not filing for Worker's Compensation Claim's there is still documentation for the first injury reports.. There was no further discussion on this matter. Commissioner Joe Ochoa made the motion to approve the bills as presented,

including payroll. Commissioners Alex Pena and John Latka both seconded the motion. Approved 4-0.

**c. Discussion and action on approving payments from loan account.**

There was no discussion or action on this topic.

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

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

Fire Chief Lawrence Padalecki provided updates to the board on this matter. The repairs on Engine 191 were completed and the remaining offset from the balance that was not covered by the insurance on the truck will remain with the ESD. There was a total of 60 calls this month, which resulted in the need for maintenance to maintain the upkeep of the apparatuses due to general wear and tear. Fire Chief Padalecki also provided updates on the additional trucks and ESD vehicles that are undergoing maintenance as well as the recent need for repairs on Station 191.

**7. 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 ESD No. 12 and the surrounding area and any upcoming training opportunities.**

The next training opportunity will be discussed with this information being provided by Assistant Chief Lawrence Padalecki Jr. and he will provide an update on this matter as soon as it has been made available to him.

**8. Discussion and possible action on approving 2023 – 2024 audit to be submitted to Bexar County before June 1 deadline.**

Representative Debbie from the Auditor's Office was present at the meeting to provide an upload of the independent auditor's report and the unmodified opinion that was provided regarding ESD No. 12. There was also discussion regarding the payment of the Credit Card in full was also discussed in this line item. After input from the representative, it was determined that this should be sufficient as long as there is a standard operating procedure (SOP) in place to provide with the audit showing the policy and procedure for the ESD 12 credit Card. The board agreed that this will need to be added to the agenda for the next board meeting since this will be a policy change. Assistant Chief Lawrence Padalecki Jr. will work on drafting the SOP for the next ESD Board Meeting.

After the detailed information was provided to the board regarding the audit proposal, Commissioner John Lakta made the motion to approve the 2023-2024 audit to be submitted to Bexar County before June 01, 2025, deadline. Commissioner Alex Pena seconded the motion. Approved 4-0.

**9. Discussion, update, and possible action on damage, repair, permits, RFQ process, RFP process, loan terms, cost, and any actions regarding Station 191.**

Heavy discussion took place regarding the updates on repairs to Station 191 due to recent water damage due to a flood incident. While working with the insurance to address the water damage and the best route of repair, it was also determined that there would be additional repair needed due to termite damage that as found with in the affected area. There was also damage to the septic system at the station, which may prove to be the biggest area of issue due to the limitations of the property lines and limited area for where the lateral or aerobic lines can be placed.

Discussions regarding the possible route for ensuring that the station is returned to full working conditions were discussed, as well as discussion regarding the best possible route for repairs and cost efficiency. Due to the imminent need regarding the septic system, it was discussed that the best course of action is to utilize AGCM (the contracting company on deck for the construction and project management for Station 193 at the FM 1518 property.) to see what quotes and plans could be provided from different contractors.

Commissioner John Latka made a motion to declare this matter a health and welfare issue pending information from the Fire Chief, as well as a motion to modify the AGCM current contract to handle the emergent need including the scope of the septic tank and insurance repair. Commissioner Alex Pena seconded the motion. Approved 4-0.

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

There was no action on this matter.

**11. Discussion, update, and possible action Association of Emergency Services Districts of Bexar County.**

Assistant Chief Lawrence Padalecki Jr. provided an update from the Association of Emergency Services Districts of Bexar County. Discussion was provided regarding the current progress of the legislation and bills. There will also be an All-Day Public Safety Expo for which will be paid for by the County scheduled for June 20, 2025, where each

ESD will have their own designated spaces in order show collaboration and disperse information regarding the current equipment and utilities from the ESD's and unincorporated Bexar County. Once the time has been determined for this Expo, it will be provided to the Commissioners. This event will also provide an opportunity for the Commissioners to obtain their Commission Hours. It was stressed that all Commissioners attend this event due to this opportunity.

- 12. Determine date, time, and possible agenda items for the next regular meeting. The next regular meeting is tentatively scheduled for June 11, 2025.**

It was agreed that the next ESD Board meeting would take place on June 11, 2025.

- 13. Adjourn.**

Commissioner John Latka made the motion to adjourn the meeting at 7:35 PM. Commissioner Joe Ochoa seconded the motion. Approved 4-0.

**ATTEST:**

  
Signature

BRADLEY CHAMBERS - SECRETARY  
Printed Name and Title

06/11/25  
Date

  
Signature

Todd Strickland - Pres.  
Printed Name and Title

6/11/25  
Date