

**Bexar County
Emergency Services District No. 2
Notice of Meeting
October 18, 2012
6:30 P.M.**

Bexar County Emergency Services District No. 2 will conduct a meeting at the District Office located on 7045 Old Talley Road, San Antonio, Texas 78253, to discuss the following;

1. Call the Bexar County Emergency Services District No. 2 Meeting to Order and establish a quorum.
 - a. The Pledge of Allegiance will be recited.
2. Citizen Public Forum. (3 minutes time limit per individual.)
3. Workshop.
 - a. Call the Workshop to Order.
 - b. Mr. Josh Brown of Sendero Networks will work with the Board to ensure that the email & voicemail services on their smartphones and/or tablets/computers are working properly so that all members will be able to receive email on their "esd2.org" address. (After this meeting, all notifications to ESD2/D2FR Board members will only be sent to their esd2.org email address.)
 - c. Review and discussion on the ESD No. 2 Employee handbook.
 - d. Review and discussion on the ESD No. 2 Accident Prevention Plan handbook.
 - e. Review and discussion on the retirement fund for the District's employees.
 - f. Adjournment of the Workshop.
4. Approval of the Minutes from the September 13, 2012 meeting.

At this time, the ESD No. 2 meeting will recess so that the Board can begin the District 2 Fire & Rescue meeting.

5. Update to the Board on the ISO evaluation status for the District.
6. Chief's report on the current status on the ESD fulltime firefighters.

7. **Approval to replace the carpet on the ESD part of Station No. 2 with tile.**
8. **Authorization for a holiday event & awards ceremony to be held in December.**
9. **Authorization for the Chief and Assistant Chief to obtain a credit card to be used only for the business of the fire department.**
10. **Authorization to approve a resolution stating that the District will be providing a retirement plan for its' full time employees with the Texas County & District Retirement System.**
11. **Authorization to create and hire for the position of "Fire Operations Administrative Manager", a full time position at an annual salary not to exceed \$ 40,000.00 with benefits.**
12. **Approval of the Employee Handbook for ESD No. 2.**
13. **Approval of the Accident Prevention Plan handbook for ESD No. 2.**
14. **Financial Report.**
 - a. **Review of the Financial Report.**
 1. **Approval to transfer \$ 240,000.00 from a money market account into the Frost Bank operational account.**
 2. **Consider and approve a request from D2FR to transfer \$ 180,000.00 into their account for operational needs.**
 - b. **Authorization to pay the bills.**
15. **Closed Session. The Board will consider a job evaluation of Ms. Gloria Salinas, Administrator for the District. (No action will be taken during the closed session.)**
 - a. **Back in Open Session, possible action on a salary increase for the Administrator, effective immediately.**
16. **Determine date, time and any additional agenda items for the next meeting tentatively scheduled for November 15, 2012.**
17. **Adjourn.**

The above notice was posted at the Bexar County Courthouse and the Bexar County Emergency Services District No. 2 Office before 5:00 P.M., October 15, 2012.

Note: The Board of Emergency Services Commissioners reserves the right to enter into Closed Meeting under Chapter 551, Texas Government Code, on any item posted on its agenda, as appropriate.