



**Bexar County Emergency Services District 7
Meeting Minutes
Wednesday, February 14, 2024**



Bexar County Emergency Services District 7 conducted their monthly meeting at the District 7 Fire & Rescue Station # 116, located at 18805 Bandera Road; Helotes, TX; 78023. The following was discussed:

1. William Davidson called the meeting to order at 9:01 am.
2. A quorum was established with William Davidson, Gary Schott, Lonnie Stockton, Cindy Colston, and Rick Johnson present.
3. There were no citizens to be heard. However Chris Herrera with BCEM did give an update to all present regarding BCEM's continued support for D7FR.
4. **Cindy Colston made the motion, seconded by Gary Schott, to approve the minutes from the December 13, 2023, meeting. Motion carried 5/0.**
5. New Business (Updates/discussions provided/led by Chief Clarkson. Also in attendance Asst Chief Ivey, Division Chiefs Richardson and Marquez, Battalion Chief Hitchman, and Captain Boulding)
 - A. Station updates –
 - i. Station 115 –
No issues for discussion.
 - ii. Station 116 –
No issues for discussion.
 - iii. Station 117 –
No issues for discussion.
 - iv. Station 118 –
No issues for discussion.
 - B. Training – No issues for discussion.
 - C. Personnel – No actions needed.
 - D. Radios and Communications – No issues for discussion.
 - E. Tools and Equipment – No issues for discussion.
 - F. Uniforms – No issues for discussion.
 - G. Apparatus –
 - i. Discussion and appropriate action on the auction or sale of the 2008 Ford medic unit.
Rick Johnson made the motion, seconded by Gary Schott, to approve the sale/auction of the unit. Motion carried 5/0.
 - ii. Discussion and appropriate action on using 2023 UASI grant funds for trailer.
Rick Johnson made the motion, seconded by Gary Schott, to spend up to \$11,000 for the purchase of a UTV trailer. Motion carried 5/0.

H. Deployment Data/Budget Updates – No issues for discussion..

I. Bexar County ESD Association Updates/Discussion – Updates by Chief Clarkson.

J. Other

i. Discussion and appropriate action on department credit cards – Updates by Chief Clarkson.

ii. Discussion and appropriate action on FY2025 Office of the Governor (OOG) grant board resolutions.

Gary Schott made the motion, seconded by Cindy Colston, to adopt the grants (see attached – Grant Number 3705506; 4523903; and 3989205). Motion carried 5/0.

iii. Discussion and appropriate action on revised bill pay resolution.

Gary Schott made the motion, seconded by Lonnie Stockton, to adopt the resolution (see attached – Resolution No 121323-2). Motion carried 5/0.

6. Financial Report

A. Approval of payments due for the month.

Rick Johnson made the motion, seconded by Gary Schott, to approve the payments due for the month. Motion carried 5/0.

B. Discussion and review of Budget year to date. No issues for discussion.

7. The next regular meeting will be held **March 13, 2024, at 9:05 am, at the D7FR Station # 116.**

The 2024 Open House is scheduled for Sunday, April 28, 2024, at Station # 115, 1:00 – 4:00 pm.

8. **Cindy Colston made the motion, seconded by Rick Johnson, to adjourn, at 10:21 am. Motion carried 5/0.**



DISTRICT 7 FIRE & RESCUE

Serving the Citizens of Bexar County, Texas

11615 Galm Rd. San Antonio, TX, 78254
Phone: (210) 688-0665 – Fax: (210) 688-2600

WHEREAS, The Bexar County Emergency Services District 7 Board finds it in the best interest of all First Responders and the citizens of Bexar County and of the additional 12 counties of the Alamo Area Council of Governments, that the Critical Incident Stress Management Program for First Responders, under the Victim Assistance, General Direct Services funding opportunity, through the Criminal Justice Division Office, be operated for the FY 2025; and

WHEREAS, The Bexar County Emergency Services District 7 Board agrees to provide applicable matching funds for the said project as required by the Criminal Justice Division of the Office of the Governor grant application; and

WHEREAS, The Bexar County Emergency Services District 7 Board agrees that in the event of loss or misuse of the Office of the Governor funds, The Bexar County Emergency Services District 7 Board assures that the funds will be returned to the Office of the Governor in full.

WHEREAS, The Bexar County Emergency Services District 7 Board designates Kevin Clarkson, Chief, as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

NOW THEREFORE, BE IT RESOLVED that The Bexar County Emergency Services District 7 Board approves submission of the grant application for the Critical Incident Stress Management Program, under the Victim Assistance, General Direct Services, to the Office of the Governor.

Signed by:

A handwritten signature in black ink, appearing to read 'William Davidson', written in a cursive style.

William Davidson
Bexar County Emergency Services District 7 Board President

Passed and Approved this 14th day of February 2024.

Grant Number: 3705506



DISTRICT 7 FIRE & RESCUE

Serving the Citizens of Bexar County, Texas

11615 Galm Rd. San Antonio, TX, 78254
Phone: (210) 688-0665 – Fax: (210) 688-2600

WHEREAS, The Bexar County Emergency Services District 7 Board finds it in the best interest of all first responders and the citizens of Bexar County, that the First Responder Mental Health Resiliency Program be funded by the Victim Assistance, First Responder Programs through the Criminal Justice Division of the Office of the Governor for the FY 2025; and

WHEREAS, The Bexar County Emergency Services District 7 Board agrees to provide applicable matching funds for the said project as required by the Criminal Justice Division of the Office of the Governor grant application; and

WHEREAS, The Bexar County Emergency Services District 7 Board agrees that in the event of loss or misuse of the Office of the Governor funds, The Bexar County Emergency Services District 7 Board assures that the funds will be returned to the Office of the Governor in full.

WHEREAS, The Bexar County Emergency Services District 7 Board designates Kevin Clarkson, Chief, as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

NOW THEREFORE, BE IT RESOLVED that The Bexar County Emergency Services District 7 Board approves submission of the grant application for the First Responder Mental Health Resiliency Programs, Victim Assistance, First Responder Programs to the Office of the Governor.

Signed by:

A handwritten signature in black ink, appearing to read 'William Davidson', written over a horizontal line.

William Davidson
Bexar County Emergency Services District 7 Board President

Passed and Approved this 14th day of February 2024.

Grant Number: 4523903



DISTRICT 7 FIRE & RESCUE

Serving the Citizens of Bexar County, Texas

11615 Galm Rd. San Antonio, TX, 78254
Phone: (210) 688-0665 – Fax: (210) 688-2600

WHEREAS The Bexar County Emergency Services District 7 Board finds it in the best interest of the citizens of Bexar County and the additional counties of the Alamo Area Council of Governments, that the First Responder Response to Domestic Violence and Sexual Assault Training Program be operated for the FY 2025 and

WHEREAS, The Bexar County Emergency Services District 7 Board agrees to provide applicable matching funds for the said project as required by the Criminal Justice Division of the Office of the Governor grant application; and

WHEREAS, The Bexar County Emergency Services District 7 Board agrees that in the event of loss or misuse of the Office of the Governor funds, The Bexar County Emergency Services District 7 Board assures that the funds will be returned to the Office of the Governor in full.

WHEREAS, The Bexar County Emergency Services District 7 Board designates Kevin Clarkson, Chief, as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

NOW THEREFORE, BE IT RESOLVED that The Bexar County Emergency Services District 7 Board approves submission of the grant application for the FY 2025 Violence Against Women Justice and Training Program to the Office of the Governor.

Signed by:

A handwritten signature in black ink that reads "William Davidson". The signature is written in a cursive style with a long horizontal flourish at the end.

William Davidson
Bexar County Emergency Services District 7 Board President

Passed and Approved this 14th day of February 2024.

Grant Number: 3989205

BEXAR COUNTY EMERGENCY SERVICES DISTRICT NO. 7

RESOLUTION NO. 121323-2 REVISED

A RESOLUTION OF THE BEXAR COUNTY EMERGENCY SERVICES DISTRICT NO. 7 APPROVING CERTAIN DISTRICT EMPLOYEES TO SIGN INSTRUMENTS TO DISBURSE DISTRICT FUNDS IN ACCORDANCE WITH TEXAS HEALTH AND SAFETY CODE SECTION 775.073; DESIGNATING SUCH EMPLOYEES FOR SAME; APPROVING AND RATIFYING SAID EMPLOYEES' BOND OR INSURANCE IN AN AMOUNT EQUAL TO THE AMOUNT REQUIRED FOR THE DISTRICT TREASURER; APPROVING AND RATIFYING CERTAIN DISBURSEMENTS OF EXPENDITURES BY SAID EMPLOYEES FOR FISCAL YEAR 2022; APPROVING, DIRECTING, AND RATIFYING ALL OTHER ACTIONS BY DISTRICT PRESIDENT OR APPROPRIATE DESIGNEE TO IMPLEMENT THIS RESOLUTION; PROVIDING A SEVERABILITY CLAUSE; FINDING AND DETERMINING THAT THE MEETING AT WHICH THIS RESOLUTION WAS PASSED WAS OPEN TO THE PUBLIC AS REQUIRED BY LAW; PROVIDING AN EFFECTIVE DATE; AND APPROVING OTHER MATTERS RELATED THERETO.

WHEREAS, BEXAR COUNTY EMERGENCY SERVICES DISTRICT NO. 7 ("District") is a district created pursuant to, and with the authority granted under, Chapter 775 of the Texas Health and Safety Code ("Code"); and

WHEREAS, in accordance with Section 775.073 of the Code ("Section 775.073"), the District may by resolution allow a district employee, who has executed a bond in an amount equal to the amount required for the district treasurer, to sign an instrument to disburse district funds; and

WHEREAS, the District now desires to formally approve certain district employees to sign instruments to disburse district funds in accordance with the Section 775.073, provided any disbursement by said employee over the amount of \$2,000 is first presented to the District and receives the District's formal prior approval; and

WHEREAS, the District now desires to approve or otherwise ratify the bond (or insurance, if applicable) as required and executed (or which may be executed) for said employees in accordance with Section 775.073; and

WHEREAS, the District now desires to approve or otherwise ratify certain expenditures disbursed by said employees for the District's fiscal year 2022; and

WHEREAS, the District now desires to approve, direct, and ratify all other actions and documents executed (or which may be executed) by the District's President and/or appropriate designee to implement this Resolution; and

WHEREAS, the District, acting by and through its Board of the Emergency Services Commissioners (“Board”), has considered this matter and deems it in the District’s best interest to adopt this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE DISTRICT, ACTING BY AND THROUGH ITS BOARD OF THE EMERGENCY SERVICES COMMISSIONERS, THAT:

1. The Board hereby declares that the recitals set forth above are true and correct, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the Board.
2. The Board hereby approves, ratifies, and confirms that certain employees, as designated herein, may sign an instrument to disburse district funds in accordance with Section 775.073 and with this Resolution.
3. The Board hereby approves, ratifies, and confirms that the following “Employee” (during the Employee’s employment with the District, unless such authorization is earlier rescinded by the Board), being properly bonded (or insured, as applicable), may sign instruments to disburse District funds in accordance with Section 775.073, provided that any disbursement over the amount of \$2,000 is first presented to the District and the Employee receives the District’s formal prior approval:

i. Name: Kevin Clarkson

Title: Fire Chief

ii. Name: David Iruegas

Title: Administrative Assistant

4. The Board hereby approves, ratifies, and confirms that the Employee is properly bonded (or insured, as applicable) in accordance with Section 775.073 or otherwise authorizes a bond (or insurance, as applicable) for the Employee in an amount equal to the amount required for the District’s Treasurer and hereby authorizes and ratifies any actions by the District’s President and/or other appropriate designee to execute such bond or insurance.
5. The Board hereby approves, ratifies, and confirms the following transactions and amounts over \$2,000 disbursed by the Employee for the District’s fiscal year 2022:

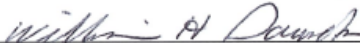
See **Exhibit A**, attached hereto and incorporated herein for all purposes, which includes the details for six (6) ACH (non-check) transactions.

6. The Board hereby authorizes and directs its President, and/or other appropriate designee, to take all other actions necessary (including the approval and execution of any required documentation) for the implementation of this Resolution and ratifies the same.

7. The Board hereby declares that this Resolution shall be construed and enforced in accordance with the laws of the State of Texas and all other applicable laws.
8. The Board hereby declares that should any word, sentence, clause, paragraph or provision of this Resolution be held to be invalid or unconstitutional, the validity of the remaining provisions of this Resolution shall not be affected and shall remain in full force and effect.
9. The Board hereby finds and determines that the meeting at which this Resolution was introduced and passed was open to the public and that public notice of the time, place, and purpose of said meeting, including this Resolution, was given pursuant to all applicable law.
10. The Board hereby finds and determines the actions authorized by this Resolution may reasonably be expected to directly or indirectly benefit District.
11. This Resolution shall be in force and effect from and after its final passage and it is so resolved.


PASSED AND APPROVED at a regular meeting of the Board of the Emergency Services Commissioners of the Bexar County Emergency Services District No. 7, on this **14th day of February 2024**.

BEXAR COUNTY EMERGENCY SERVICES DISTRICT NO. 7,



William H. Davidson, President

ATTEST:



Alfred L. Strickton, Secretary

EXHIBIT A

RESOLUTION 121323-2 REVISED

- | | |
|--|--|
| <p>1. Payment Date: 9.12.2022
Board Approval/Excel Spreadsheet Date: 9.7.2022
Payment Type: ACH
Payment Amount: \$51,229.17
Payee/Recipient: United Healthcare</p> | <p>4. Payment Date: 9.15.2022
Board Approval/Excel Spreadsheet Date: 9.23.2022
Payment Type: ACH
Payment Amount: \$6,874.05
Payee/Recipient: Home Depot Credit Services</p> |
| <p>2. Payment Date: 2.28.2022
Board Approval/Excel Spreadsheet Date: 2.24.2022
Payment Type: ACH
Payment Amount: \$4,557.12
Payee/Recipient: Capital One Bank</p> | <p>5. Payment Date: 8.18.2022 (cleared bank 8.19.2022)
Board Approval/Excel Spreadsheet Date: 9.7.2022
Payment Type: ACH
Payment Amount: \$13,136.18
Payee/Recipient: Mobilease</p> |
| <p>3. Payment Date: 4.13.2022 (cleared bank 4.15.2022)
Board Approval/Excel Spreadsheet Date: 4.6.2022
Payment Type: ACH
Payment Amount: \$11,230.72
Payee/Recipient: WEX Bank</p> | <p>6. Payment Date: 12.15.2021 (cleared bank on 12.17.2021)
Board Approval/Excel Spreadsheet Date: 1.11.2022
Payment Type: ACH
Payment Amount: \$6,745.00
Payee/Recipient: Diesel Laptops, LLC</p> |