

BEXAR COUNTY EMERGENCY SERVICES DISTRICT NO. 7
Meeting Minutes
Wednesday, September 12, 2018

1. William Davidson called the meeting to order at 9:05 am.
2. A quorum was established with William Davidson, Gary Schott, Cindy Colston, and Rick Johnson present. Lonnie Stockton was absent.
3. There were no citizens to be heard.
4. **Rick Johnson made the motion, seconded by Gary Schott to approve the minutes from the August 8, 2018; August 22, 2018; and August 29, 2018 meetings. Motion carried 4/0.**
5. New Business
 - 5.1 D7FR run reports. PowerPoint presentation by Chief Clarkson.
 - 5.2 Discussion and appropriate action on personnel and salaries, to include a revised Admin job description. **Rick Johnson made the motion, seconded by Gary Schott to upgrade Captain Marquez to Division Chief. Motion carried 4/0. Gary Schott made the motion, seconded by Rick Johnson to approve the Office Administrator job description (see attached). Motion carried 4/0.**
 - 5.3 Discussion and appropriate action on ambulances and service. PowerPoint presentation by Chief Clarkson.
 - 5.4 Discussion and appropriate action on public/community relations. No action taken.
 - 5.5 Discussion and appropriate action on contracts and proposals for new Station 116 building. Updates from Chief Clarkson.
 - 5.6 Discussion and appropriate action on the following:
 - A. Station 115 & 116 updates. PowerPoint presentation by Chief Clarkson.
 - B. Training. PowerPoint presentation by Chief Clarkson.
 - C. Radios and Communications. Updates from Chief Clarkson
 - D. Tools, equipment, and uniforms. Updates from Chief Clarkson.
 - E. Apparatus. Updates from Chief Clarkson.
 - 5.7 Adopt Tax Rate. **Rick Johnson made the motion, seconded by Gary Schott to approve the resolution to adopt the 2019 tax rate (see attached Order #1-2018). Motion carried 4/0.**
 - 5.8 Discussion and appropriate action on two vehicles. **Gary Schott made the motion, seconded by Rick Johnson to approve the purchase of two Tahoes. Motion carried 4/0.**
6. Financial
 - 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 4/0.**
 - B. Discussion and review of Budget year to date. No action taken.
 - C. Discussion and appropriate action on FY 2017-2018 Budget. No action taken.
7. The next regular meeting will be held **October 10, 2018, at 9:05 am at the D7FR Station #1.**
8. **Cindy Colston made the motion, seconded by Rick Johnson to adjourn at 10:30 am. Motion carried 4/0.**



Bexar County Emergency Services District # 7



Office Administrator

Class Specifications are intended to present a descriptive list of the ranges of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform administration level work and assist Command Staff with reports, payroll, health insurance.

SUPERVISION RECEIVED AND EXERCISED

Reports to the Fire Chief.

ESSENTIAL FUNCTION STATEMENTS – *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Be aware of safety for you and on duty crew members at all times.
2. Maintain a high quality of customer service with the citizens and public.
3. Assist and input payroll, monthly pension reports, and inputting bills to be paid and payroll into QuickBooks.
4. Complete reports for monthly Board Meetings.
5. Ensure all employee files are up to date and have the correct paperwork.
6. Scan and upload all EOB's to billing company (ABS).
7. Assist newly hired personnel with all IIR paperwork, and insure all employee folders are up to date.
8. Maintain ESD agenda's and meeting minutes.
9. Assist with public education and school visits.

10. Assist in the preparation of training and incident reports; enter completed forms in the record management system as directed by Command Staff.

11. Attend training for Best Practices Program, and complete the Best Practices Program for Bexar County FSD 7.

12. Attend monthly ESD Board meetings.

QUALIFICATIONS

Knowledge of:

- Computer software not limited to, Word, Excel, PowerPoint, FPCR and FROBMS

Ability to:

- Understand and act in accordance with Department Policy, rules, and regulations.
- Prepare clear and concise reports.
- Deal tactfully with the public.
- Establish and maintain effective working relationships with those contacted in the course of work including a variety of other government officials, community groups and the general public.
- Communicate clearly and concisely, both orally and in writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Experience:

Ability to work desktop or laptop computer, create documents, excel spreadsheets and other office equipment.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work.

License or Certificate

Possession of, or the ability to obtain, an appropriate, valid Texas drivers license, CPR and First Aid Certification.

WORKING CONDITIONS

Environmental Conditions:

Emergency and Nonemergency environments including but not limited to; dangerous persons and animals; hazards associated with traffic control and working near traffic; and natural and man-made disasters.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for heavy, moderate or light lifting; walking, standing or sitting for prolonged periods of time, repeated bending; operating motorized equipment and vehicles.

STATE OF TEXAS

COUNTY OF BEXAR

ORDER #1-2018

EMERGENCY SERVICES DISTRICT NO. 7

AN ORDER OF THE BEXAR COUNTY EMERGENCY SERVICES DISTRICT NO.7 LEVYING THE AD VALOREM TAXES FOR THE 2018 TAX YEAR AT A RATE OF \$0.085951 PER \$100.00 ASSESSED VALUATION ON ALL TAXABLE PROPERTY WITHIN THE LEGALLY ESTABLISHED BOUNDARIES OF BEXAR COUNTY EMERGENCY SERVICES DIST NO. 7 TO PROVIDE REVENUE FOR MAINTENANCE AND OPERATIONS NEEDS FOR THE 2018-2019 FISCAL YEAR; AND AT A RATE OF \$0.014049 PER \$100.00 ASSESSED VALUATION ON ALL TAXABLE PROPERTY WITHIN THE LEGALLY ESTABLISHED BOUNDARIES OF BEXAR COUNTY EMERGENCY SERVICES DISTRICT NO. 7 TO PROVIDE REVENUE FOR DEBT SERVICES NEEDS FOR THE 2018-2019 FISCAL YEAR.


BE IT ORDERED BY BEXAR COUNTY EMERGENCY SERVICES DISTRICT NO 7

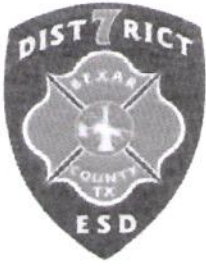
SECTION 1. That there be and is levied for tax year 2018 on all taxable property, real, personal and fixed, situated within the legally established boundaries of Bexar County Emergency Services District No. 7 and not exempt by the Constitution of the State and valid State Laws, a tax of \$0.085951 on each \$100.00 assessed value of taxable property for maintenance and operations needs, and a tax of \$0.014049 on each \$100.00 assessed value of taxable property for debt service needs.

SECTION 2. The hereby levied and payable, except as otherwise provided by the Texas Property Tax Code, on or before January 31, 2019. Penalty and interest accrues on any unpaid amount thereafter said date in accord with the rates set forth by the Bexar County Emergency Services District No. 7 and the laws of the State of Texas.

SECTION 3. Taxes are payable in San Antonio, Texas at the office of the Tax Assessor-Collector of Bexar County. The Bexar County Emergency Services District No. 7 shall have available all of the rights and remedies provided by law for the enforcement of the collections of taxes levied under this ordinance.

PASSED by the Bexar County Emergency Services Dist No.7 on the 14th day of September 2018

 9 20 18
William Davidson, President



Bexar County Emergency Services District # 7

11615 Galm Rd. San Antonio, TX 78254

Phone 210-688-0665 Fax 210-688-2600

Resolution:0818

WHEREAS, The District 7 Fire & Rescue Board finds it in the best interest of the citizens of Bexar County that the First Responder Mental Health Resiliency Program be operated for the Fiscal year 2019; and

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

WHEREAS, The District 7 Fire & Rescue Board agrees that in the event of loss or misuse of the Office of the Governor funds, The District 7 Fire & Rescue Board assures that the funds will be returned to the Office of the Governor in full.

WHEREAS, The District 7 Fire & Rescue Board designates Kevin Clarkson, Fire 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 District 7 Fire & Rescue Board approves submission of the grant application for the First Responder Mental Health Resiliency Program to the Office of the Governor.

Signed by:

Passed and Approved this 22 (Day) of August (Month), 2018 (Year)

Grant Number: 3703901



Bexar County Emergency Services District # 7

11615 Galm Rd. San Antonio, TX 78254

Phone 210-688-0665 Fax 210-688-2600

Resolution:0818-2

WHEREAS, The District 7 Fire & Rescue Board finds it in the best interest of the citizens of Bexar County that the Critical Incident Stress Debriefing Program be operated for the Fiscal year 2019; and

WHEREAS, The District 7 Fire & Rescue Board agrees to provide applicable matching funds for the said project as required by the Office of the Governor, Criminal Justice Division grant application, and

WHEREAS, The District 7 Fire & Rescue Board agrees that in the event of loss or misuse of the Office of the Governor funds, The District 7 Fire & Rescue Board assures that the funds will be returned to the Office of the Governor in full.

WHEREAS, The District 7 Fire & Rescue Board designates Kevin Clarkson, Fire 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 District 7 Fire & Rescue Board approves submission of the grant application for the Critical Incident Stress Debriefing Program to the Office of the Governor.

Signed by:

Passed and Approved this 22 (Day) of August (Month), 2018(Year)

Grant Number: 3705501