

**JULY 17, 2025 AGENDA ITEM**

**BOARD MEETING MINUTES OF JUNE 18, 2025**

**Bexar County  
Emergency Services District No. 11  
Regular Meeting Notice  
June 18, 2025  
6:00 P.M.**

**Bexar County Emergency Services District No. 11 (BCESD11) will conduct a Regular Board meeting at the BCESD11 Fire Facility located at 7412 Walzem Road, Converse, TX 78244 on June 18, 2025 beginning at 6:00 P.M. The following items will be discussed:**

1. Call the BCESD11 Board meeting to Order and establish a quorum. **6PM Present: True, Brown, Williams, Stevens & Herrera**
  - a. Pledge of Allegiance
2. Citizen Public Forum (3-minute time limit per individual) **None**
3. Welcome to new Firefighter/EMT, Tyler Jessamine – Captain Gawlik/Lt. Morris **Welcome to Mr. Jessamine and family.**
4. Discussion and consider action to approve the Board Minutes for the following: **Motion made by Commissioner Williams & 2<sup>nd</sup> by Commissioner Stevens. Motion passes 5/0**
  - a. May 15, 2025 Regular Board Meeting Minutes
  - b. May 22, 2025 Priority Goal Setting Meeting Minutes
5. Bexar County ESD 11 Fire Chief's report regarding emergency operations, response times, call volume, training, management activities, purchases, personnel and authorizing appropriate action as necessary – Chief Wendt
  - a. Run Report **288 runs for the month. Summer is usually higher run counts. There were a couple of lightening strikes with no injuries. There have been a couple of structure fires. Met with ESD's that house Allegiance Units. We have identified some issues, and they are willing to work with us. The SAFE-D Expo downtown is next week. Currently working on a FEMA Grant for 3 positions that will end after 3 years. The Sheriff Department will begin their drone program trial soon in every ESD station. After the flood tragedy in San Antonio recently, the East Side Chiefs and special strike teams will work diligently to prepare for our area and help others in their areas. Chief met with the ISO Representative recently. Process has been streamlined. State First Responder License has been accredited again for another 2 years (2027). Update: Bexar County is updating to the US Digital.**
  - b. Personnel **1 Driver Operator Opening**
  - c. Capital Purchases **US Digital will be on the next agenda**
6. Discussion and consider action to enter contract with Kaarlsen, Noonan, Rittmann & Garcia Architect Firm for the Station 140 Remodel – Chief Wendt **Chief Wendt briefed the board on the architect firm and**

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the meetings that have taken place. Architects possess the knowledge a credentials to proceed. Architect is reasonable with their approach and appreciates the need to stay within budget. Executive Staff continue to include and accept feedback as to the needs to be considered through the process. Staff recommends the award of the contract for \$16,800 out of Construction Contingency. This project will be in phases and may span two budget years. Motion made by Commissioner Brown and 2<sup>nd</sup> by Commissioner Williams. Motion passes 5/0

#### 7. Financial Discussions and consider action as necessary – Ms. Foster

- a. Review of the District's Financial Reports for May 2025 66% Budget Spent. Highlighted items in the report will match those on the budget amendment on the agenda tonight. May was a typical month and nothing material to report.
- b. Update on the monthly Sales Tax receipt for the district paid June 2025 – 6% increase over this time last year. Two new business are now reporting. One restaurant in our district is temporarily closed. We will see the impact of that on our August deposit. They plan to re-open about the same time and expect to be larger and busier than ever. That will show in the October deposit. Bath and Body Works has started their signage in their store front located in the old Target building.
- c. Discussion and action to approve monthly bills, invoices, and purchases for items included in the FY 2024/25 adopted budget for May 16 – June 18, 2025. Motion made by Commissioner Stevens and 2<sup>nd</sup> by Commissioner Brown. Motion passes 5/0

#### 8. Discussion and consider action of adopting a resolution regarding Budget Amendment BA2025-01 by increasing (decreasing) certain expenditures and increasing (decreasing) certain revenues to the individual budget accounts in all departments shown in Exhibit "A" attached. – Ms. Foster reviewed the budget amendment with the board as these are anticipated overages that for the past 6 months, the board has voted on items that would require the budget amendment to settle the accounts. Ms. Foster reminded the board that there will be a final amendment at year end. Motion made by Commissioner Brown and 2<sup>nd</sup> by Commissioner Williams. Motion passes 5/0

#### 9. Discussion and consider action regarding the approval of the 2025 Tax Planning Calendar – Ms. Foster Motion made by Commissioner Stevens and 2<sup>nd</sup> by Commissioner Herrera. Motion passes 5/0

#### 10. Discussion of agenda items to be added to the next regularly scheduled monthly Board meeting on July 17, 2025. Chief Wendt added that US Digital will be brought to the board for approval for alert lighting at station 140.

#### 11. General Announcements Bexar County Audit is underway

#### 12. Adjournment 7:10pm Motion made by Commissioner Williams & 2<sup>nd</sup> by Commissioner Stevens. Motion passes 5/0

I certify that the above notice of meeting was posted at BCESD11 Station 141 at 7412 Walzem Road, Converse, TX 78244 and at [www.BCESD11.org](http://www.BCESD11.org) by 6:00 P.M. on Sunday, June 15, 2025.

Kathy Foster  
Administrator

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Note: The Board may retire to Executive Session any time between the meeting's opening and adjournment for any purposes authorized by the Texas Open Meetings Act including but not limited to: consultation with legal counsel (Section 551.071 of the Texas Government Code); personnel matters (Section 551.074) and/or discussion of real estate acquisition (Section 551.072). Action, if any, will be taken in open sessions. This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodation or interpretative services must be made 48 hours prior to this meeting. Please contact the Administrator, for concerns or requests, at (210) 467-5878. Anyone wishing to record or film the meeting will do so in the designated area.

ATTEST:

  
Kathy Foster, BCESD11 Administrator

  
Rudy Herrera, BCESD11 Board Secretary