

**JANUARY 15, 2026 AGENDA ITEM**

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

**AGENDA  
Bexar County  
Emergency Services District No. 11  
Regular Meeting Notice  
December 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 December 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, Stevens, Brown, Williams and Herrera**
  - a. Pledge of Allegiance
2. Citizen Public Forum (3-minute time limit per individual) **None**
3. Discussion and consider action to approve the Board Minutes for the following: **Motion to approve made by Commissioner Williams and 2<sup>nd</sup> by Commissioner Brown. Motion passes 5/0.**
  - a. November 20, 2025 Regular Board Meeting Minutes
4. 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 – November 2025 **No handouts available due to reporting system error. 246 runs. US Digital in process at Bexar County. Currently 3<sup>rd</sup> in line for ISO progress.**
  - b. Personnel & Deployment Activity
  - c. Capital Purchases – **None**
  - d. Station 140 Remodel – **Plans have been received and approved. Advertisements will go in the paper and online in January, bid opening in January and award in February.**
  - e. BCESDA Update –
5. Financial Discussions and consider action as necessary – Ms. Foster
  - a. Review of the District's Financial Reports for November 2025 **Handouts given.**
  - b. Update on the monthly Sales Tax receipt for the district paid December 2025 – **Handouts given**
  - c. Update on Money Market account and new CD – **President True explained the drop in interest rate will affect interest income with our money market account. Schertz Bank President offered a short-term CD with better interest. \$3M transfer made into the 6-month CD to acquire more interest income.**

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- d. Discussion and action to approve monthly bills, invoices, and purchases for items included in the FY 2025/26 adopted budget for November 21 – December 18, 2025. Motion to approve made by Commissioner Brown and 2<sup>nd</sup> by Commissioner Williams. Motion passes 5/0.
6. Discussion and possible action regarding the update to the Administration PTO Policy – Ms. Foster explained the need to update the current policy with a suggestion from President True. Rather than the Command Staff (Administrator, Chief & Assistant Chief) accruing monthly, to change to a one-time PTO accrual on January 1<sup>st</sup> of each year. Shift employees will remain the same. Motion to approve as presented made by Commissioner Stevens and 2<sup>nd</sup> by Commissioner Brown. Motion passes 5/0.
7. Discussion and possible action regarding the update to the Travel Policy and Procedures – Ms. Foster explained the need to update the travel policy to be aligned with GSA and IRS recommendations. Motion to approve as presented made by Commissioner Brown and 2<sup>nd</sup> by Commissioner Williams. Motion passes 5/0.
8. Discussion of agenda items to be added to the next regularly scheduled monthly Board meeting on January 15, 2026.
9. General Announcements Ms. Foster thanked everyone for their participation in the annual Santa visit to the Fire Station. There has been great feedback regarding the Employee Christmas Party. Bexar County Auditor report has been received with no comments, clean report. Ms. Foster and Chief Wendt will have intermittent leave for the remainder of the calendar year.
10. Adjournment 6:46PM Motion made by Commissioner Brown and 2<sup>nd</sup> by Commissioner Herrera. 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 Friday, December 12, 2025.

Kathy Foster  
Administrator

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