

**Bexar County  
Emergency Services District No. 12  
Meeting Notice  
January 10, 2018  
6:00 P.M.**



The Bexar County Emergency Services District No. 12 will conduct a meeting at the St. Hedwig Volunteer Fire Department, 14229 FM 1346, St. Hedwig, Texas 78152 on January 10, 2018 beginning at 6:00P.M. The following will be discussed;

1. Call the Bexar County Emergency Services District No. 12 Meeting to Order.
2. Establish Quorum.
3. Citizen's Public Forum. (3 minutes time limit per individual).
4. Approval of the Meeting Minutes from the December 13, 2017 Regular Meeting.
5. Report on items of interest to the Board by a representative of the St. Hedwig Volunteer Fire Department Board. (There may be discussion on the following items.)
  - a. Run report on calls for the District.
  - b. Finance reports showing revenue and expenditures and monthly activity reports including all bills for the Service Provider's expenditures for the prior month.
  - c. Updates on any grants for the service provider (St. Hedwig Fire Dept.).
6. Discussion and Possible Action on any Grant matching fund request by the St. Hedwig Fire Department.
7. Discussion and update on the Districts report to the State.
8. Discussion and update on New Mini Pumper and other apparatus.

9. Discussion with the Bexar County Fire Marshall's Office on growth and other items of Interest to the District within the boundaries of ESD No. 12 and surrounding area and Upcoming training opportunities.
10. Discussion and Appropriate action with St. Hedwig Volunteer Fire Department and The District Officials on the new Service Provider Contract.
11. Discussion with members of the Lone Oak Volunteer Fire Department about reports Required by the contract with the District and the format in which the District wants The reports presented.
  1. Monthly Financial Report showing revenue and expenditures and monthly activity Report.
  2. Annual inventory of all items with a replacement value of \$300.00 or more.
  3. Annual Budget showing all estimated sources of revenue and all estimated Expenses.
  4. The Service Provider shall provide a copy of Policies and Procedures (Standard Operating Guidelines) and a copy of the signature sheet that has each Fire Fighter's signature on (Paid or Volunteer) indicating they have received a Copy of the Standard Operating Guidelines.
  5. The Service Provider shall provide an accounting to the District of how other Sources of income were utilized as a separate line item in the Monthly Budget Report and Annual Budget Estimate and Request for Funds from the District.
  6. The Service Provider shall provide proof of a bond in the amount sufficient to cover One year's funding for the Treasurer and all other persons having access to the Funds.
  7. The Service Provider shall provide proof of appropriate insurance upon its real and Personal property, including vehicles.
  8. The Service Provider shall submit proof that the District is named as a Loss Payee For all items insured as the District's interest may Appear on all such insurance Policies.
  9. The Service Provider shall submit a copy of all insurance policies or certificates of Insurance evidencing such policies shall be made available to the District within 10 days of receipt by the Service Provider.
  10. Any Emergency apparatus purchased with District Funds will be insured for an "Agreed Value" in the amount agreed to by the District.

12. **Discussion with members of the St. Hedwig Volunteer Fire Department about reports Required by the contract with the District and the format in which the District wants The reports presented.**
  1. **Monthly Financial Report showing revenue and expenditures and monthly activity Report.**
  2. **Annual inventory of all items with a replacement value of \$300.00 or more.**
  3. **Annual Budget showing all estimated sources of revenue and all estimated Expenses.**
  4. **The Service Provider shall provide a copy of Policies and Procedures (Standard Operating Guidelines) and a copy of the signature sheet that has each Fire Fighter's signature on (Paid or Volunteer) indicating they have received a Copy of the Standard Operating Guidelines.**
  5. **The Service Provider shall provide an accounting to the District of how other Sources of income were utilized as a separate line item in the Monthly Budget Report and Annual Budget Estimate and Request for Funds from the District.**
  6. **The Service Provider shall provide proof of a bond in the amount sufficient to cover One year's funding for the Treasurer and all other persons having access to the Funds.**
  7. **The Service Provider shall provide proof of appropriate insurance upon its real and Personal property, including vehicles.**
  8. **The Service Provider shall submit proof that the District is named as a Loss Payee For all items insured as the District's interest may appear on all such insurance Policies.**
  9. **The Service Provider shall submit a copy of all insurance policies or certificates of Insurance evidencing such policies shall be made available to the District within 10 days of receipt by the Service Provider.**
  10. **Any Emergency apparatus purchased with District Funds will be insured for an "Agreed Value" in the amount agreed to by the District.**

13. **Financial Report.**
  - a. **Discussion, review and appropriate action on the Financial Report and tax revenues collected to date.**
  - b. **Discussion and appropriate action on approving payment for District bills.**
  - c. **Discussion and appropriate action on approving the Service Provider's bills paid for the month and as presented in Agenda item 5.b..**
  - d. **Discussion and appropriate action on approving the Service Provider's payment for the month.**
14. **Determine date, time and possible agenda items for the next meeting. The next regular Meeting is tentatively scheduled for February 14, 2017.**
15. **Adjourn.**

**The above notice was posted at the Bexar County Courthouse located at 100 Dolorosa, San Antonio, Texas 78205 before 5:00PM January 5, 2017 and at the St. Hedwig Volunteer Fire Department located at 14229 FM 1346, St. Hedwig, Texas 78152, and at the Lone Oak Fire Department located at 5885 Mount Olive Rd, Adkins Texas 78101, 72 Hours prior to the Meeting.**

**Note: The Board of Emergency Services District No. 12 Commissioners reserves the right to enter into Closed Meeting under Chapter 551, Texas Government Code, on any item posted on its agenda, as appropriate.**