

Minutes of the **January 24, 2013** Commissioners Meeting

1. Meeting was called to order at **6:35** P.M.
2. Pledge of allegiance was recited
3. Quorum present, Commissioners McLellan, Shoppach, Ames, Rubio and Hambric.
4. Presentations: Administrator Larson presented information on two change orders received regarding the station construction. The Town of Horizon City would not accept the wall thickness of the waste pipe as specified and that had to be changed and the second was a request for two additional days be added to contract to make up for the weather related delays experienced last week.
5. Motion to approve minutes of **December, 2012** meeting made by Commissioner Ames and 2nd by Commissioner Hambric. Motion carried unanimously.
6. Motion to approve financial report from **December, 2012** made by Commissioner NAME and 2nd by Commissioner NAME. Motion carried unanimously.
7. Tax income and investment incomes were reviewed.
8. Accounts payable for **December, 2012** were reviewed.
9. Motion made by Commissioner Ames to approve expenditures for BRW Architects in the amount of \$8,190 and S.B.N.G. Accountants in the amount of \$4,150. Motion seconded by Commissioner Hambric. Motion carried unanimously.
12. (Item moved up in agenda) Board President Marvin McLellan administered The Oath of Office to new Commissioner Darryl Gelasco and to Eric Shoppach. Commissioner Gelasco took his seat on the Board replacing Commissioner Rudolfo Rubio. Commissioner Rubio was thanked for his many years of dedicated service both as a firefighter and Commissioner. Commissioner Gelasco stated that with the Boards approval he would abstain from all votes tonight as he doesn't feel informed enough to cast votes.
13. Commissioner McLellan administered the Oath of Office to Chief Allen Keys.
14. Commissioner McLellan administered the Oath of Office to Fire Marshal Frank Guillen.
30. Commissioner McLellan made a motion to move item 31 up in the interest of convenience for Dr. Berumen. Motion seconded by Commissioner Ames. Commissioner McLellan presented Dr. Ken Berumen to the Board of Commissioners for consideration as our new medical director. Commissioner McLellan, Asst. Chief Menendez and Captain Ames had a meeting last week with Dr. Berumen to go over protocols and procedures. Richard Contreras would like to review the contract before a decision is made. Motion to table made by Commissioner Ames and seconded by Commissioner Hambric. Item tabled.

10. Fire Chief's report: Chief Keys reports 120 calls in November, 102 calls in December and 1441 total for 2012. Lt. Ames was promoted to Captain last month and Firefighters Roy Gonzalez and Larry Puentes were promoted to Lieutenant. With the addition of two new officers a meeting was held last month to delegate job duties to all the officers. Maintenance issues; P402 was in the shop for a coolant leak, D.O.T. and oil change. P401 had a transmission leak and also had a D.O.T. and oil change done. Q401 had a coolant leak and D.O.T. done. T401 went in for a D.O.T. and oil change. Our Cascade system has an oil leak and will have to be serviced. Motion to accept Chief's report made by Commissioner Hambric and seconded by Commissioner Ames. Motion carried unanimously.
11. Fire Marshal's report: Fire Marshal Guillen reports that he is developing new forms. He has already developed a description and outline of the Fire Marshal's Office for the web site. Ongoing meetings with E.P.F.D. and EPCESD #2 to make code enforcement throughout the county uniform. Have already met with the Town of Horizon City and Police Chief McConnell to introduce himself. Met with supervisor of the Wal-Mart project. Also came to the meeting last week to introduce himself to the firefighters and let them know that they are the eyes and ears out there for his department. Motion to accept Fire Marshal's report made by Commissioner Hambric and seconded by Commissioner Ames. Motion carried unanimously.
15. Motion made by Commissioner Hambric to adopt the IFC address policy. The Town of Horizon City has an ordinance regarding the address signage for inside the city limits and the County has also just proposed an ordinance for the same, but we will have a policy so that we may enforce regardless. Motion seconded by Commissioner Shoppach. Motion carried unanimously.
16. Discussion and take action on new logo for the ESD. Motion made by Commissioner Ames and seconded by Commissioner McLellan.
17. The Board of Commissioner approved Carlos Ornelas and Kris Menendez as inspectors for the District. Motion made by Commissioner Hambric and seconded by Commissioner Shoppach. Motion carried unanimously.
18. Motion made by Commissioner McLellan to adopt a policy for operational and construction permits. Motion seconded by Commissioner Hambric. Motion carried unanimously.
19. Motion to delete made by Commissioner Hambric and seconded by Commissioner Shoppach. Item deleted.
20. Motion to delete made by Commissioner Ames and seconded by Commissioner Hambric. Item deleted.
21. Motion made by Commissioner McLellan to approve the purchase of uniform shirts and polo's. Motion seconded by Commissioner Shoppach. Motion carried unanimously.
22. Motion to add Daniel Ames to the auxiliary's bank account and remove Oscar Garcia made by Commissioner McLellan and seconded by Commissioner Ames. Motion carried unanimously.

23. Motion to accept the recommendation made by Commissioner Ames to adopt the asset policy sent to us by S.B.N.G. Motion seconded by Commissioner Ames. Motion carried unanimously.
24. Motion to send 5 Commissioners, 2 Fire Department members and up to 3 people from Administration/Prevention to the SAFE-D Conference in San Marcos, Texas March, 6-9. Motion made by Commissioner McLellan and seconded by Commissioner Shoppach. Motion carried unanimously.
25. Motion made by Commissioner Ames to allow Asst. Chief Menendez to apply for the grant for a new truck. 80/20 grant and possibly up to 1 ½ years before we know if we were awarded the grant or not. Motion seconded by Commissioner Hambric. Motion carried unanimously.
26. Motion to allow Asst. Chief Menendez to apply for the Texas Forest service grant for tuition assistance. Motion by Commissioner McLellan and seconded by Commissioner Shoppach. Item carried unanimously.
27. Motion to delete made by Commissioner Ames and seconded by Commissioner McLellan. Item deleted.
28. Motion by Commissioner McLellan to hire Business Software Solutions to construct and maintain the web site for the District. Commissioner McLellan, Administrator Larson and Administrative Asst. Tami Noel have already met with the company to lay out what needs to be a part of the new web site. Motion seconded by Commissioner Shoppach. Motion carried unanimously.
29. Motion made by Commissioner McLellan to allow \$9,568 from accounting code 1500.02 for the purchase of 4 new desk top computers and 2 new lap tops for the new officers. Motion seconded by Commissioner Shoppach. Motion carried unanimously.
31. Motion made by Commissioner McLellan to approve the contract for the El Paso Electric Company easement for the new building. Motion seconded by Commissioner Hambric. Motion carried unanimously.
32. Motion made by Commissioner McLellan to surplus the computer that was being used by Commissioner Rubio and also the helmet that was Lt. Garcia's. Motion seconded by Commissioner Shoppach. Motion carried unanimously.
33. Motion to delete made by Commissioner Ames and seconded by Commissioner Hambric. Item deleted.
34. Motion made by Commissioner Hambric to send up to 4 firefighters to the spring training school at Texas A & M at a cost of \$8,000. The Officers were told to make sure that the District will be covered because that id the same week that the SAFE-D Conference is going on and we will already have people out of town. Motion seconded by Commissioner Shoppach. Motion carried unanimously.
35. Motion to allow \$1,200 for the purchase of 4 new cell phones. 2 are replacement for phones that are getting old and not working correctly and 2 will be for the 2 new Lieutenants. Motion made by Commissioner Ames and seconded by Commissioner McLellan. Motion carried unanimously.
36. Executive Session: None needed

37. For the good of the district: We will be having an audit for the medical grant we received and then turned down a year ago when we terminated the EMT training class. We have an offer to work under the medical protocols of District #2 until we get our F.R.O. back in place. Commissioner McLellan said he appreciates the offer but we need to start at the beginning and get our situation straightened out.
38. The next regular meeting of the Board of Commissioners will be on **February 28, 2013** at 6:30 P.M.
39. Motion to adjourn made by Commissioner **McLellan. Meeting** adjourned at **9:55 P.M.**