

Minutes of the January 29, 2014 Commissioners Meeting

1. Meeting was called to order at 6:30 P.M.
2. Pledge of allegiance was recited.
3. Quorum present: Commissioner McLellan, Shoppach, Gelasco, Bonneau and Sanchez.
4. Presentations: Chief Arvizu from E.P.F.D. presented information to the Board on how an EBOLA response will be handled. First the dispatchers will ask specific questions to try and determine if this is a possible Ebola case. Once Life Ambulance arrives on scene they will not allow anyone else in to limit exposure. Our trucks may be staged but that is all. E.P.F.D. will be called and they will contact the Health Department. The entire response process will be slowed way down. El Paso Fire will ultimately transport patient after a full, Hazmat response to the incident. Horizon Fire's exposure to this type of event should be very minimal.
Eddie Sanchez of Life Ambulance presented information on upcoming EMT and Paramedic academies. The EMT academy has just started but students can still get in. Cost will be \$1200. They will also be having an advanced class, cost \$1495 and the Paramedic course will cost \$3200.
5. Minutes were reviewed.
6. We have \$1,328,911.12 in reserve at Morgan Stanley. We have recently received \$750,000 in tax monies.
7. The operating account is getting low so we will need to transfer some money. We will be getting tax money in but no one is sure exactly when.
8. Accounts payable were reviewed.
9. No expenditures to review. Motion to accept consent agenda made by Commissioner Bonneau and seconded by Commissioner Sanchez. Motion carried unanimously.
10. Commissioners' Shoppach and Gelasco were sworn in as Commissioners by Administrator Larson since they were recently re-appointed.
11. Election of Board Officers:
President: Commissioner McLellan was nominated for President by Commissioner Bonneau and seconded by Commissioner Shoppach. Vote unanimous.
Vice-President: Commissioner Shoppach was nominated for Vice-President by Commissioner Bonneau and seconded by Commissioner Sanchez. Vote unanimous.
Treasurer: Commissioner Gelasco nominated Commissioner Bonneau for Treasurer. Commissioner Bonneau nominated Commissioner Gelasco for Treasurer. After discussion Commissioner Bonneau stated that he would take on the job for a year. Nomination seconded by Commissioner Sanchez. Vote unanimous.
Secretary: Commissioner Sanchez was nominated for Secretary by Commissioner McLellan and seconded by Commissioner Shoppach. Vote unanimous.

Asst. Treasurer: Commissioner Gelasco was nominated as Asst. Treasurer by Commissioner McLellan and seconded by Commissioner Shoppach. Vote unanimous.

12. Chief Keys will be out on sick leave for an undetermined amount of time. He will be put on auxiliary status to be able to keep him current. Asst. Chief Menendez will serve as Interim Chief. He reports: Pension System-one person did not qualify for the pension this year due to not meeting minimum requirements on training. 1896 training hours were logged with S.F.F.M.A. this year. Maintenance- the power steering on one of the pick-ups went out and was replaced at a cost of approximately \$2,000. Other than that, minor issues i.e. flat tire and battery problems. Fire Department- as of December 31 the Fire Department is incorporated and is registered doing business as Horizon Fire Department. The Fire Department recorded 2788 emergency responses in 2014, up from 1561 in 2013. Commissioner Gelasco asked if the ESD could not continue to pay the stipend instead of having two bank accounts, audits etc. Attorney Contreras said he still feels we need the separation. He said the only way to pay them out of the ESD account is to make the firefighters ESD employees. Commissioner Bonneau stated that he saw no benefit to that. Motion to accept the Chief's report made by Commissioner Gelasco and seconded by Commissioner Sanchez. Report accepted unanimously.
13. Fire Marshal's report e-mailed. (See attachment to agenda). Fire Marshal was asked about the growth in the city. He said right now it's still manageable. Citation books are in. Motion to accept Fire Marshal's report made by Commissioner Bonneau and seconded by Commissioner Shoppach. Motion carried unanimously.
14. No EMS report. Motion to delete made by Commissioner McLellan and seconded by Commissioner Bonneau. Item deleted.
15. Motion made by Commissioner Bonneau to adopt a replacement policy for our vehicles of 10 years or 100,000 miles whichever comes first and as budget allows. Motion seconded by Commissioner Shoppach. Motion carried unanimously.
16. Motion made by Commissioner Bonneau to allow Attorney Richard Contreras to proceed with "Bill of Review" lawsuit against EPCAD for monies owed. Motion seconded by Commissioner McLellan. Motion carried unanimously.
17. Motion made to proceed with lawsuit against S.I.S.D. for monies owed regarding inspections and plans review. They were supposed to ask for an Attorney General's opinion regarding out authority months ago and have made no attempt to start the process. Motion seconded by Commissioner McLellan. Motion carried unanimously.
18. Motion to enter into M.O.U. with Town of Horizon City for Fire Marshal services made by Commissioner Bonneau and seconded by Commissioner McLellan. Motion carried unanimously.
19. Motion to table employee policies made by Commissioner Bonneau and seconded by Commissioner McLellan. Item tabled.

20. Motion made by Commissioner Bonneau to have BRW Architects send the final settlement letter to Blair-Hall and close out the station construction. Motion seconded by Commissioner Sanchez. Carried unanimously.
21. The tax status for the Fire Departments was reviewed.
22. Land donation: Richard stated that he has been trying to get in touch with Dave Ballard for 3 months regarding the land donation but to no avail. There is a rumor that he may have moved. Commissioner Sanchez will see what he can find out through the electric company. Administrator Larson will contact former Fire Commissioner Steve Hambric for his assistance as he and Mr. Ballard were good friends. Motion to table made by Commissioner Bonneau and seconded by Commissioner McLellan. Item tabled.
23. Motion to delete hiring freeze made by Commissioner McLellan and seconded by Commissioner Sanchez. Item deleted.
24. Motion to table Chief's contract until interim Chief Menendez gets a chance to review made by Commissioner Bonneau and seconded by Commissioner Shoppach. Item tabled.
25. Motion to table the contract between ESD#1 and Horizon Fire Department tabled by Commissioner Bonneau and seconded by commissioner Shoppach. Item tabled.
26. Motion to table stipend program .made by Commissioner McLellan and seconded by Commissioner Gelasco. Item tabled.
27. Motion to delete new station made by Commissioner McLellan and seconded by Commissioner Bonneau. Item deleted.
28. Comptroller Ames and Administrator Larson asked the Board that the construction account be left open with whatever monies are left for one year to be used as a warranty payment account since we are highly unlikely to obtain warranties from many of our contractors due to non-payment by Blair-Hall. Motion to leave account open made by Commissioner McLellan and seconded by Commissioner Bonneau. Motion carried unanimously.
29. Motion made by Commissioner McLellan to adopt the same returned check fees and procedures as the County posts on their web site. A \$30 fee for a returned check les that \$1,500. Any check written for more than that amount that is returned will be immediately turned over to the County Attorney for prosecution. Motion seconded by Commissioner Bonneau. Motion carried unanimously.
30. We will adopt a policy to obtain W9's before a purchase order will be issued to new vendors that we order from. Motion made by Commissioner McLellan and seconded by Commissioner Bonneau. Motion carried unanimously.
31. Fire Marshal Guillen presented additions to the fee schedule for the Boards approval. First; a lost permit will cost \$5, an expired permit (permit with no visible work being done for 6 months or more) will have to apply for a new permit at a reduced cost of \$30. Motion to accept fee schedule made by Commissioner McLellan and seconded by Commissioner Bonneau. Motion carried unanimously.
32. A new surplus form was presented to the Board for their approval. The form is for any equipment and describes the equipment, the date and how it was

- disposed of. Motion to accept form made by Commissioner Sanchez. Motion seconded by Commissioner Sanchez. Form accepted unanimously.
33. We have a few items for surplus. 6 pair of turn out pants and 3 turn out jackets and 1 red helmet. These items will be donated to Horizon High Schools Fire Tech program. Also surplus is 1 computer tower and an old scanner which will both be destroyed. Motion to declare items surplus made by Commissioner McLellan and seconded by Commissioner Sanchez. Motion carried unanimously.
 34. Administrator Larson presented a quote from McKenzie Development for weed control at the station. Charge will be \$50 per visit. This is the same company used by Town of Horizon City and Horizon Regional MUD. We will try a once a month treatment at first and see how that goes. Motion made by Commissioner Bonneau and seconded by Commissioner Sanchez. Motion carried unanimously.
 35. Motion made by Commissioner McLellan to allow \$4542.01 from account 7100.02 for the purchase of uniforms. Motion seconded by Commissioner Bonneau. Motion carried unanimously.
 36. Equipment: Commissioner McLellan had asked at the November meeting for the Fire Department to see if any of the equipment we are purchasing for the new Heavy Rescue/Pumper could be purchased through HGAC. Amkus Extrication equipment \$51,203 from HGAC, a savings of \$900 from direct quote. Saws \$23,585 from HGAC, a savings of \$700. These other items are not available through HGAC purchasing. SCBA's \$2,320, air chisel \$2,059, Rescue tools \$9,550 and rope rescue equipment \$24,582. Motion made by Commissioner Bonneau to allow \$113,300 for the purchase of equipment. Motion seconded by Commissioner Shoppach. Motion carried unanimously.
 37. Motion to delete RIT Packs made by Commissioner McLellan and seconded by Commissioner Bonneau. Deleted.
 38. E.P.F.D. has offered us a historic 1962 Snorkel truck. The truck is in running condition however it will need a little tender loving care, some etc. The city stated that they hated to see such a historic piece of equipment go to the scrap heap. The cost to us will be \$1. Motion to purchase truck made by Commissioner Bonneau and seconded by Commissioner Gelasco. Motion carried unanimously.
 39. Chief Menendez presented quotes for a canopy in the back to park the trailers under. We have one quote for \$7,036 and one for \$4,200. Commissioner Gelasco stated that he would like to see us wait until later in the fiscal year to spend this money. Motion to table made by Commissioner Bonneau and seconded by Commissioner Sanchez. Item tabled.
 40. The Fire department would like to make some additions to the web site. Once we have all the paperwork necessary for the transition we will discuss this. Motion to table made by Commissioner Bonneau and seconded by Commissioner Sanchez. Item tabled.

The Board of Commissioners decided that they did not need an Executive session.

41. Motion to delete the item Fire Chief Kris Menendez made by Commissioner Bonneau who also stated that we should have a special meeting in 2 weeks to discuss stipend and Chief. The date set for the meeting is February 12, 2015 at 6:30 P.M. at the Horizon fire Station. Motion seconded by Commissioner Gelasco. Motion carried unanimously.
42. Good of the District: Nothing
43. Next regular meeting February 26, 2015 at 6:30 P.M.
44. Motion to adjourn made by Commissioner McLellan at 10:00 P.M. Meeting adjourned.