

Minutes of the March 26, 2015 Commissioners Meeting

1. Meeting was called to order at 6:30 P.M.
2. Pledge of allegiance was recited.
3. Quorum present: Commissioner McLellan, Gelasco, and Sanchez.
Commissioners' Bonneau and Shoppach absent. Also present Interim Fire Chief Kris Menendez, Attorney Richard Contreras, Administrator Ron Larson, Administrative Accountant Katherine Ames, Elva Ramos from HCPD/HFD dispatch and Chris Martin from American Patriots.
4. Presentations: Administrator Larson information that ESD#2 is having a consultant come in to assist with recommendations to them on how to improve I.S.O. ratings and that maybe we want to speak to them while they are in town. He also presented information on an ongoing project to compare vehicle insurance, station insurance and our AD & D policy prices from VFIS to a quote I requested from TML. Preliminary figures show a possible substantial savings but more scrutiny needed to compare the quotes.
5. Administrative Accountant Ames reports that the new QuickBooks program has been installed. Looks like there are a lot of improvements. Administration will have to get used to the new program but should be no problem.
6. Received \$2,292 in grant income from Texas Forest Service for the workman's compensation insurance reimbursement (acct# 7200.01). Also received reimbursement from TML in the amount of \$4,977 for our workman's compensation rates from last year. The fee ranges from year to year based on injuries, roster, training hours, etc. that we fill out on a survey at the beginning of each year. We received a reimbursement from VFIS on our vehicle insurance in the amount of \$824. Administrator Larson noticed when the policy list showing all of our insured vehicles showed up that the Attack #401 truck that had been traded back to Peirce Manufacturing towards the purchase of the new Heavy Rescue truck that is on order that the truck was still on there and we were being charged for it. And we received \$566.92 from the IRS from an overpayment of payroll tax from last March. Katherine and Ron will be meeting with the Fire Department Officers on April 8 at 4:30 P.M. for a budget workshop. The meeting will be posted in the event that some of the Commissioners decide to attend. We will also meet with the Fire Marshal to go over his budget. Figures need to be turned in to the County at the end of April.
7. Tax income and investments still good.
8. Accounts payable reviewed.
9. No expenditures to report. Motion to accept consent agenda made by Commissioner Gelasco and seconded by Commissioner Sanchez.
10. No Chiefs report, Chief called out on emergency response. Motion to table made by Commissioner McLellan and seconded by Commissioner Gelasco. Item tabled.
11. Fire Marshal's report: Quarterly report will be submitted next month. The Moonlight Bar and Grill will be hosting a wine festival in the parking lot at the Horizon County Club. Fire Marshal will inspect and issue permits. Lots of

ongoing construction around Horizon right now. Motion to accept Fire Marshal's report made by Commissioner Gelasco and seconded by Commissioner Sanchez. Motion carried unanimously.

12. Motion to table medical report as Captain/Medical Officer Ames is on shift with E.P.F.D. and is not in attendance made by Commissioner McLellan and seconded by Commissioner Sanchez. Item tabled.
 - Commissioner McLellan asked that we have a communications report at all future meetings. Elva Ramos from the HCPD/HFD dispatch reports everything working well. They are adding 2 more consoles and 3 dispatchers will be on shift at all times. They are going to be dispatching Socorro Fire soon.
13. Blair Hall General Contractors has received the proposal that ESD#1 and BRW Architects have put together to finalize the station project. As expected they are not happy with the final payoff proposal. BRW, ESD#1 Administrator Larson, Attorney for ESD# 1 Contreras, Mr. McLean, Attorney for Blair-Hall and Ed Sange from Blair-Hall will have a meeting when all parties schedules allow to finalize these figures. Motion to table made by commissioner McLellan and seconded by Commissioner Sanchez. Item tabled.
14. Motion to accept Employee job descriptions as written made by Commissioner McLellan. We need to have a special meeting to discuss the stipend program and oversight of the program which could modify some job descriptions. Job descriptions are dynamic documents and may be changed or amended as needed. Tentative meeting date Saturday 4/11/15 at 8:00 A.M. Motion seconded by Commissioner Sanchez. Motion carried unanimously.
15. Commissioner Gelasco asked for an explanation of credit card usage by Chief Menendez. Item was thoroughly discussed as were S.O.P.s. Motion to table made by Commissioner McLellan and seconded by Commissioner Gelasco. Item tabled.
16. Chris Martin of the American Patriots appeared before the Board to ask for a waiver of fees associated with a benefit concert that is going to be held at Mountain Shadows Lake. The American Patriots are attempting to re-open the lake after 20 years as a veterans retreat and also as a recreational area. The American Patriots recently obtained a 501C3 non-profit status from the I.R.S. The country and western concert will be held on May 9, 2015 and they are expecting 3000 – 5000 people to attend. Operational costs would be \$92/hr and permits would cost \$300. Chief Menendez had proposed 2 firefighters at \$30/hr and waiving the fees on the truck. Both Fire Marshal Guillen and Attorney Contreras said we need to be careful about setting a precedent. If we waive fees for this group it could open us up to numerous requests for the same. Attorney Contreras said he would like to look at the County's policy and possibly set an S.O.P. for ESD#1 along the same lines. If we are going to waive fees for churches, schools and other non-profits we need to spell it out. We sent trucks out there last week to check the fire hydrants on the premises. Of the 5 on the property 2 were not working due to possible water main breaks. The other 3 are in proximity to the lake and buildings. Commissioner McLellan stated that he would have no problem waiving fees for non-profits but that it would have to be brought into the Board on a case by case basis. The Board

asked Frank to go make inspections to see what is needed. Motion made by Commissioner Gelasco to waive the fee for this event with a \$1,500 cap on the waiver. Motion seconded by Commissioner Sanchez. Motion carried unanimously.

17. Credit card policy. Commissioner McLellan stated that we need a minimum amount and outlines on when to use P.O.'s and when it is ok to use credit cards. ESD#1 Accountant Ames stated that when we got the new bank cards for the ESD personnel last month that the limits on the cards had been lowered from what they use to be. Ron's card had a daily limit of \$7,500 and Tami had a limit of \$5,000. We need a letter from the Board to take to the bank in order to get the limits brought back up. The need for the higher limits arises when trying to book travel for the Board or Fire Department. Motion made by Commissioner McLellan to raise Ron's to \$5,000 and Tami's to \$1,500. Ron and Tami are authorized to have debit cards which are used as credit cards. Only the bank knows the pin numbers. They are not authorized signers on the operating account for the ESD. This limit be enough as we now have true credit cards to book travel with. Motion seconded by Commissioner Sanchez. Motion carried unanimously.
18. Firefighter reimbursement: Our policy states that they will be reimbursed 1 year after successful completion of class. We will revisit in 6 months. Motion to delete made by Commissioner Sanchez and seconded by Commissioner Gelasco. Item deleted.
19. Educational reimbursement: Commissioner Bonneau is re-writing the policy but is not in attendance. Motion to table made by Commissioner McLellan and seconded by Commissioner Sanchez. Item tabled.
20. The financial computer for Administrative Accountant Ames is shot. Ron presented quote for \$1,542 for the purchase of a new highly upgraded computer for her. Motion made by Commissioner McLellan and seconded by Commissioner Gelasco. Motion carried unanimously.
21. Motion to declare Deputy Fire Marshal Ornelas's computer surplus made by Commissioner McLellan and seconded by Commissioner Sanchez. Motion carried unanimously.
22. Administration is asking permission to go to direct deposit for the Firefighters stipend checks. The new QuickBooks program installed last week allows us to do direct deposit at no charge to us. If we continue to write checks there will be a charge for each check we write. Motion to go direct deposit made by Commissioner McLellan and seconded by Commissioner Sanchez. Motion carried unanimously.
23. Administrator Larson asked for the Board to allow the ESD accountant to pay as many bills as possible electronically. The Board would still have complete control through the reports generated for them each month. They would not have to come to the station as often to sign checks. Motion to approve made by Commissioner Sanchez and seconded by Commissioner Gelasco. Motion carried unanimously.
24. Chief Menendez stated that he would like to cut the Sunday and Monday night shifts back to 2 firefighters to save money. Historically these are the slowest

nights of the week. Commissioner McLellan is concerned about firefighter safety when running 2 man crews. He said he would rather leave the stipend as is and if we run out of money we will transfer from another account. Motion to delete made by Commissioner McLellan and seconded by Commissioner Sanchez. Item deleted.

No Executive Session needed.

25. Presentations: Chief Menendez presented a short report since he was out on an emergency earlier. He reports; maintenance issues; Quint#401 had new brakes put on last week. Quint#401 has also had some electrical issues. All were repaired by the new Siddons-Martin mechanic who is based out of Las Cruces, New Mexico. Much better service for us. We have added 4 new people to the department who are now going through training. The new truck is on its way to Houston to have some brackets installed and should be delivered to us in about 2 weeks.
26. Next meeting: April 23, 2015 at 6:30 P.M.
27. Motion to adjourn made by Commissioner McLellan. Meeting adjourned at 8:10 P.M.