

Minutes of the March 27, 2014 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, Gelasco Sanchez and Bonneau. Also present was Milton Blankenship of Casco Industries.
4. Presentations: Board President Marvin McLellan welcomed our two new Commissioners, Mr. Bonneau and Mr. Sanchez to the Board. Administrator Larson presented bank signature cards to all the Commissioners to sign because of the changes to the account. He also presented the letter from BRW Architects explaining why we are still being charged management fees. Ron explained that whoever is elected treasurer of the Board will have to attend 12 hours of training as at least one Commissioner must be certified. Mr. Larson also gave the new Commissioners a hand out with the web sites for the Attorney General's Office for Open Records/Open Meetings training. They will also have to go to the FEMA web site for ICS 100,200,700 and 800 training. SAFE-d will have a web cast next week on ESD 101 "How an ESD works". We will try and get both the Commissioners signed up for that.
Election of Board Officers: Marvin McLellan was nominated for president by Commissioner Shoppach and seconded by Commissioner Bonneau. Nomination carried unanimously.
Eric Shoppach was nominated for vice-president by Commissioner Gelasco and seconded by Commissioner Bonneau. Nomination carried unanimously.
Darryl Gelasco was nominated for treasurer by Commissioner Shoppach and seconded by Commissioner Bonneau. Nomination carried unanimously.
James Bonneau was nominated for secretary by Commissioner Shoppach and seconded by Commissioner McLellan. Nomination carried unanimously.
Gerardo Sanchez was nominated for asst. treasurer by Commissioner Shoppach and seconded by Commissioner McLellan. Nomination carried unanimously.
5. Motion to approve consent agenda made by Commissioner Sanchez and seconded by Commissioner Shoppach. Motion carried unanimously.
6. Motion Sanchez, second Shoppach.
7. Motion Sanchez, second Shoppach.
8. Motion Sanchez, second Shoppach.
9. No expenditures to report.
10. Administrator Larson presented Chief's report as Chief and Asst. Chief not in attendance. 149 calls in February and 545 year to date. No maintenance issues to report. Rescue#403 was towed from Casa Ford to a mechanic out here for the starter bolt issue. Ford wanted to replace the whole mounting plate for a cost of \$1,600. This man drilled out the bolt and re-tapped it for \$200. Even with two tow charges we still saved around \$1,000. Motion to accept Chief's report made by Commissioner Gelasco and seconded by Commissioner Bonneau. Report accepted.
11. Fire Marshal Guillen introduced himself to the new Commissioners. He explained his reports are presented quarterly. No report necessary. Motion to delete made by Commissioner McLellan and seconded by Commissioner Bonneau.

12. Office of Emergency Management: Fire Marshal Guillen will contact Chief Calderwood with EPFD to set up a meeting to discuss getting this started in the Horizon City area. We will contact various entities such as schools, water utilities, and electric company etc. for their input on what they can do to assist in the event of an emergency. Motion to proceed made by Commissioner McLellan and seconded by Commissioner Bonneau. Motion carried unanimously.
13. Prison billing: A certified letter was sent to the prisons informing them that we would begin billing for emergency responses beginning March 1, 2014. This was in response to the numerous emergency responses made to their facilities each month and they do not pay taxes to us. We received a letter from them that showed that they do pay taxes and that we were mistaken. Motion to delete made by Commissioner Bonneau and seconded by Commissioner Sanchez. Item deleted.
14. Administrator Larson will open a savings account for the SISD check to be deposited in while we wait for an opinion from the Attorney General's Office. We will open a savings account so that there will be no bank fees for the money deposited. Motion to open account with \$300 check made by Commissioner Bonneau and seconded by Commissioner Shoppach. Motion carried unanimously.
15. Life apartment: Commissioner McLellan reports that he spoke to Rachel from Life who informed him that they do not want to pay the \$600 rent for the apartment in the new station and are 98% sure they will get an apartment somewhere else. Motion to table made by Commissioner McLellan and seconded by Commissioner Gelasco. Item tabled.
16. Motion to delete 4th of July made by Commissioner McLellan and seconded by Commissioner Shoppach. Item deleted.
17. ASME parts: Motion to delete made by Commissioner Shoppach and seconded by Commissioner Bonneau. Item deleted.
18. Motion to renew DR. Berumen's contract made by Commissioner McLellan. Commissioner McLellan asked that a line be added to the regular agenda to have a medical officer's report made at each Commissioners meeting showing when Dr. Berumen comes to present training, meeting held with him and phone calls or e-mails. The Board would like dates and times of the correspondence to justify the contract. Motion seconded by Commissioner Shoppach. Motion carried unanimously.
19. SAFE-D will host a web cast on ESD 101, "How an ESD Works" on Monday March 31. Ron will sign up Commissioners' Bonneau and Sanchez and pay the fee so that both of them can view the presentation. Motion made by Commissioner McLellan and seconded by Commissioner Bonneau. Motion carried unanimously.
20. Strategic planning: We will begin looking for a time and place to hold a strategic planning session in the next couple of months. We will invite many of the same entities as the ones involved in the OEM process. Motion to table made by Commissioner Bonneau and seconded by Commissioner Shoppach. Item tabled.
21. Motion to allow \$2,500 for Ron to purchase community awareness items for the upcoming presentations at the need of the school year. Motion made by Commissioner Shoppach and seconded by Commissioner Gelasco. Motion carried unanimously.

22. Motion made by Commissioner McLellan to add Commissioners' Bonneau and Sanchez to the bank accounts and to delete Steve Hambric and Katherine Ames. Motion seconded by Commissioner Gelasco. Motion carried unanimously. Commissioner Gelasco asked that the further discussion of the financial accounts and maintenance be moved to Executive Session. The Board will discuss this in Executive Session along with the other item already scheduled to be discussed.
23. Motion made by Commissioner Bonneau and seconded by Commissioner McLellan to purchase internet based QuickBooks. The cost is \$32.97/month for the first 12 months. By going to the internet based system we will have automatic back-up and remote viewing of the system for up to three users. Motion carried unanimously.
24. Motion to accept proposal from Business Software Solutions to set up all computers and printers along with internet access in the new station. Motion made by Commissioner Bonneau and seconded by Commissioner Shoppach. Motion carried unanimously.
25. New station: there were 585 items on the punch list last month when BRW went through the station. As of today approximately 85% have yet to be remedied. There are still quite a few electrical issues, paint touch up and a water leak. We will need a variance from the Town of Horizon City for the patio cover. Apparently it is too tall and does not meet the easement requirements of the city even though the plans were reviewed by the city and they had no issues before construction was ever started. We have two change orders to be signed tonight. The first is for some minor changes in landscaping that will add an additional \$1,200. The second is for a little more than \$8,000 for the removal of the "z" strips on the building which were deemed unacceptable by the installer, "Roof-Toppers" Since this was no fault of ours and is in the scope of the original proposal we will reject the District paying for this as was explained to them in a meeting last month. Motion to table made by Commissioner McLellan and seconded by Commissioner Shoppach. Item tabled.
26. Motion to purchase new phone for Deputy Fire Marshal Solis made by Commissioner Gelasco and seconded by Commissioner Shoppach. Motion carried unanimously.
27. The Board of Commissioners retired into Executive Session at 8:35 P.M. and returned at 9:05 P.M.
28. The financial account maintenance and Deputy Fire Marshal pay adjustment were discussed. No action taken.
29. Motion made by to put an advertisement in the newspaper for a comptroller to be paid a competitive rate to be determined later. Deputy Fire Marshal pay adjustment will be addressed next month once we receive a written evaluation from the Fire Marshal. Motion made by Commissioner McLellan and seconded by Commissioner Gelasco. Motion carried unanimously.
30. For the Good of the District: None
31. Next meeting will be April 24, 2014 at 6:30 P.M.
32. Motion to adjourn made by Commissioner McLellan. Meeting adjourned at 9:13.