

## Minutes of the June, 2014 Commissioners Meeting

1. Meeting was called to order at 6:33 P.M.
2. Pledge of allegiance was recited.
3. Quorum present: Commissioners McLellan, Shoppach, and Gelasco. Commissioner Bonneau running late. Commissioner Sanchez not in attendance. Also present were Eddie Sanchez from Life Ambulance, Wanda Helgeson from Air Methods, Dr. Kenneth Berumen and Ray from Sun City Communications. (Commissioner Bonneau arrived approximately 6:45 P.M.)
4. Presentations: Wanda Helgeson presented information on utilizing Air Methods helicopter on medical transport and what the protocols for using them are. While in the meeting aircraft personnel were conducting training outside with the firefighters at the helicopter. There is a meeting on July 18 to include Law Enforcement, EMS, EPFD and any other agency that would like to attend and add input. Commissioner McLellan asked that HPD be included in the invitations since they are the ones dispatching us now.
5. Minutes of last meeting were reviewed
6. Motion made by Commissioner McLellan to transfer funds from Morgan Stanley to operating account. Motion seconded by Commissioner Gelasco. Motion carried unanimously.
7. Tax and Investment incomes were reviewed.
8. Accounts payable were reviewed.
9. No expenditures to approve. Motion to approve consent agenda made by Commissioner Gelasco and seconded by Commissioner Shoppach. Motion carried unanimously.
10. Chief's report: 269 calls in May and 1294 year to date. Only minor maintenance issues last month. Just had an Officers meeting last week to go over budget figures. Dispatch through police department working very well. Motion to accept Chief's report made by Commissioner Bonneau and seconded by Commissioner Shoppach. Motion carried unanimously.
11. Fire Marshal's report due in July. He reports that the County has outlawed fireworks again this year due to the drought conditions. The Youth Fire setters Conference that he just attended was excellent training. It is just part 1 of a 3 part series. Motion to accept Fire Marshal's report made by Commissioner McLellan and seconded by Commissioner Gelasco. Motion carried unanimously.
12. Dr. Kenneth Berumen, (our medical director) and Captain Daniel Ames presented the EMS report. The two of them are working on protocols to bring us up to the same protocols as those used by El Paso Fire Department. Dr. Berumen stated that he had reviewed over 300 calls and that we still have work to do on documentation. Another training class will be held soon with the firefighters to go over this issue. Motion to accept EMS report made by Commissioner Gelasco and seconded by Commissioner Bonneau. Motion carried unanimously.

13. Richard Contreras presented the automatic aid agreement with ESD #2 who has already reviewed the document and made their changes. We will now review to make any additions or deletions. This agreement also includes EPFD and will include fire investigations. Motion to table made by Commissioner Shoppach and seconded by Commissioner Bonneau. Item tabled.
14. The Socorro School District has NOT filed their paperwork with the Attorney General yet as to our authority for investigations and inspections. Richard has a meeting with the city attorney next week and will inform them to either file the paperwork or pay us in full. Motion to delete made by Commissioner Shoppach and seconded by Commissioner Bonneau. Item deleted.
15. Fire Marshal Guillen reminded the Board that we do now have resolution 2014-001 in effect regarding fire alarms. Three false alarms constitute a nuisance alarm and may be assessed a \$100 fine. Motion to delete made by Commissioner Bonneau and seconded by Commissioner Gelasco. Item deleted.
16. Citation schedule: Citations have been approved. We are waiting for printed copies of the citation to be approved by the Board and we will begin using them. The Board asked the Fire Marshal if he would be issuing citations for illegal fireworks if he had them. Fire Marshal Guillen informed the Board that he can still enforce the ordinance and get information from the violators. He has up to 2 years statute of limitations and he can mail the citations out if necessary. Motion to table made by Commissioner McLellan and seconded by Commissioner Gelasco. Item tabled.
17. Burn permits: Fire Marshal has been working along with FM in ESD#2 to come up with some type of burn permit. The fee will be \$15. Once the paperwork has been submitted the FM will visit the site before the burn to make sure everything is safe and legal. Motion to accept burn permits made by Commissioner McLellan and seconded by Commissioner Bonneau. Motion carried unanimously.
18. Fire Marshal secretary: Tami will continue to work with and report to the District Administrator. Her primary duties might be to the Fire Marshal's office, but she will maintain her current job title and will still have some front office responsibilities and will be available to assist at any time she is required. We will work on job descriptions for all three employees. Motion to delete made by Commissioner Bonneau and seconded by Commissioner Shoppach. Item deleted.
19. Financial transparency: The County wants us to put more financial information on the web-site. ESD#2's West Valley just received an award for their financials on their web-site. We will look at theirs and try to mimic what is being requested. Motion made by Commissioner Bonneau and seconded by Commissioner McLellan. Motion carried unanimously.
20. Financial policy: The County Auditor was impressed by the financial policy we currently have in place. The CFO/treasurer will handle investments on recommendation from the comptroller. Motion to re-adopt the current financial policy with revisions made by Commissioner Bonneau and seconded by Commissioner Gelasco. Motion carried unanimously.

21. Tax increase. We were informed while meeting with the County Auditor that we will have to have public meetings to inform them of our "tax increase". Even though we have been maxed out at .10/hundred dollars of valuation for quite a few years our effective tax rate is .09115, so therefore we are "raising" taxes to ten cents and are required to inform the public. Motion to delete made by Commissioner Bonneau and seconded by Commissioner Shoppach. Item deleted.
22. Budget calendar: The Board chose to accept schedule "B" as presented by the comptroller regarding dates for the future meetings we will have to have during the budget process. We would also like to get on the agenda for one of the County Commissioner meetings to present a slide presentation of what we are doing with our money now, i.e.: new station, new trucks, stipend program, communications etc. Commissioner Bonneau will see if we can get on the calendar for the August 4, 2014 Commissioners Court meeting. Motion made by Commissioner Bonneau and seconded by Commissioner Gelasco. Motion carried unanimously.
23. Receipt policy: Commissioner Gelasco requested that future credit card receipts state who, what, where and why on the back of the receipts. No receipt, No pay. We will institute a voucher program for uniforms. Motion to table made by Commissioner Bonneau and seconded by Commissioner McLellan. Item tabled.
30. Item was moved up for the convenience of the presenter. Ray from Sun City Communications along with Asst. Chief Menendez presented information on the station alerting system. The system will have tones that go off when a call comes in as well as turning on the red light in the bedrooms. The system was not included in the original quote for the station as our dispatch did not have that capability. The price for the system is \$22,711 not including electrical. Motion made by Commissioner Bonneau to accept proposal. Motion seconded by Commissioner Gelasco. Item carried unanimously. Commissioner Bonneau also made a motion to allow \$2,289 to cover the electrical expense. Motion seconded by Commissioner Gelasco. Motion carried unanimously.
24. Building completion: Commissioner Bonneau made a motion to dissolve the build committee and have all problems; communications etc. go through the Administrator's office. Motion seconded by Commissioner McLellan. Motion carried unanimously.
25. Motion to accept proposal from Value-Pay Systems for on-line bill paying for inspections. This is the same system that is being used by ESD#2 and the county. The company collects its fee up front, deposits the money into our account and sends us a receipt. Motion made by Commissioner Bonneau and seconded by Commissioner Gelasco. Motion carried unanimously.
26. Dell Server: Motion to table made by Commissioner Bonneau and seconded by Commissioner Shoppach. Item tabled.
27. Tech support contract: Business software Solutions sent us a proposal for tech support and web-site maintenance. The web-site would be \$500/month. We are currently paying \$300/month but get charged for any additions made to the normal agenda. Tech support would be \$1,000/month. Motion to table while we

- check if Server set-up would be included in the proposal made by Commissioner Bonneau and seconded by Commissioner Shoppach. Item tabled.
28. Motion made by Commissioner Bonneau to allow \$7,070 to send 4 people to training at Texas A & M fire school. Cost includes travel, per diem, rental car and lodging. Texas Forest Service will give us a grant to reimburse registration in the amount of \$2,440. Motion seconded by Commissioner McLellan. Motion carried unanimously.
  29. Motion made by Commissioner Bonneau to allow \$2,013.70 for an adapter and \$11,310.70 for a Scott Thermal imager made by Commissioner Bonneau and seconded by Commissioner McLellan. Motion carried unanimously.
  31. Surplus equipment: Administrator Larson asked that any surplus equipment we have be donated to Horizon High School for the Firetech course that is being started by our Deputy Fire Marshal Paul Solis. Motion to delete made by Commissioner Bonneau and seconded by Commissioner Shoppach. Item deleted.
  32. Executive Session: The Board of Commissioners moved into Executive Session at 9:10 P.M. to discuss personnel issues. The Board returned at 10:20 P.M.
  33. Fire Marshal's contract was discussed. No action taken.
  34. Personnel were discussed. No action taken.
  35. Motion to extend the Fire Marshal's contract month to month made by Commissioner Bonneau and seconded by Commissioner McLellan. Motion carried unanimously.
  36. Motion to delete ESD personnel made by Commissioner Bonneau and seconded by Commissioner Gelasco. Item deleted.
  37. Richard Contreras has a meeting next week with Dave Ballard of ZBB properties to discuss the donation of land off Eastlake for our next station. The firefighters are renting the pool at the Country Club for the 4<sup>th</sup> of July. They will be there from 12:00 noon to 8:00 P.M. We will have a crew ready on stand-by for calls and after the festivities the firefighters will report to the station for additional 4<sup>th</sup> of July calls.
  38. Next meeting: Special meeting July 10, 2014 at 6:30 P.M.
  39. Motion to adjourn made by Commissioner Bonneau. Meeting adjourned at 10:32 P.M.