

Motion to Minutes of the **July 25, 2013** Commissioners Meeting

1. Meeting was called to order at **6:35** P.M.
2. Pledge of allegiance was recited
3. Quorum present, Commissioners Ames, Shoppach, Gelasco and Hambric. Commissioner McLellan was not present.
4. Administrator Larson presented information on uniform shirts for the Commissioners and the furniture quote from Texas Correction Industries for the new station. The furniture is being quoted at 120-150 day delivery right now.
5. Minutes of June meeting were reviewed.
6. Financial report was reviewed.
7. Commissioner Ames presented the quarterly investment report. Motion to accept the financial report was made by Commissioner Gelasco and seconded by Commissioner Hambric. Report approved.
8. Accounts payable for June was approved.
9. Motion to approve expenditures for Raba Kistner for \$3004.93 and BRW Architects for \$8190.00 made by Commissioner Gelasco and seconded by Commissioner Hambric. Motion carried unanimously.
10. Chief Keys reports 104 calls in June and 807 calls YTD. Chief Keys would like to discuss the possible reinstatement of one of our firefighters in Executive Session. We have 5 people at the training at Texas A & M. We had a good turnout for the 4th of July BBQ. Minimal calls on the 4th due to the burn ban. Our FRO is done, we are waiting on signature from the doctor who is on vacation at this time. Pumper#402 is being repaired. The transfer valve is having to be rebuilt. The truck had trouble passing the last pump test. The parts are finally in for the air conditioner and exhaust for Quint#401. We will put it in the shop after we get Pumper#402 back. Motion to accept Chief's report made by Commissioner Hambric and seconded by Commissioner Gelasco.
11. Motion to delete Fire Marshal report made by Commissioner Ames and seconded by Commissioner Gelasco. Item deleted.
12. SISD is expressing concerns about the fee schedule for the new 16 million dollar Sparks Elementary School. They have been told that they could come in and address the Board; however no one showed up to speak. Motion to delete item made by Commissioner Hambric and seconded by Commissioner Gelasco. Item deleted.
13. Motion to table hydrant policy made by Commissioner Hambric and seconded by Commissioner Ames. Item tabled.
14. Motion to accept Fire Marshal forms regarding business inspections and occupancy sign for Dream's Cabaret made by Commissioner Gelasco and seconded by Commissioner Shoppach. Motion carried unanimously.
15. Motion made to place advertisement in "El Paso Help Wanted.com" for a part time inspector to work a maximum of 25 hours per week. Pay will be commensurate with experience and is to be determined. Motion made by

Commissioner Shoppach and seconded by Commissioner Ames. Motion carried unanimously.

16. The tax rate, I & S and M & O have been submitted to the Tax Assessor as required by the July 21 deadline. Figures were based on preliminary figures due to the fact that we would not receive certified rolls from Central Appraisal District until July 25. The preliminary budget figures for the 2013-2014 budget were reviewed and approved. Motion to approve budget made by Commissioner Hambric and seconded by Commissioner Gelasco. Budget approved unanimously.
17. We have been informed by BRW Architects that the water line running in front of the new station is a 4" line instead of a 6" line as indicated in the survey maps that were submitted to BRW by Horizon MUD and Land Mark Survey Company. We are being quoted an estimated cost of up to \$60,000 to tap into the lines at Hartsdale or Darrington. After checking the local codes, and the Fire marshal discussing this issue with IFC we feel that the 4" line should be sufficient. Administrator Larson will contact BRW to discuss. Commissioner Ames and Administrator Larson have a meeting tomorrow (7/26/13) to discuss technology with AST. Motion made to have Administrator proceed to resolve problem by Commissioner Hambric and seconded by Commissioner Gelasco. Motion carried unanimously.
18. We have 8 "turtle shell" helmets, 1 bunker coat and 2 bunker pants that are no longer in compliance. Motion to declare surplus made by Commissioner Gelasco and seconded by Commissioner Ames. Motion carried unanimously.
19. Motion made by Commissioner Gelasco to approve the uniform policy for all ESD employees. They will be given a budget of \$350 per year for pants. Polo shirts, t-shirts, jackets and boots. We will have a single source supplier for these to be determined and the employee will go in for sizing only, the uniform style will already be set. Motion seconded by Commissioner Hambric. Motion carried unanimously.
20. Motion to allow \$6,000 for asset scanner to be used for all district property made by Commissioner Gelasco. We have 2 quotes now but would like to do a little more investigation to make sure the model chosen meets our needs. Motion seconded by Commissioner Shoppach. Item passed unanimously.
21. \$100,000 will be set aside out of the 2013-2014 budget as a stipend to have 3 certified firefighters on call at all times. The firefighter must be SFFMA or TCFP certified firefighter and a minimum of ECA medical certification. Motion made by Commissioner Ames and seconded by Commissioner Shoppach. Motion carried unanimously.
22. The Board voted to allow \$4,500 to send 3 people through the EMT class at Life Ambulance. The 3 students would be Allen Keys, Mathew Pinkham and Tami Noel. Motion made by Commissioner Hambric and seconded by Commissioner Ames. Motion carried unanimously.
23. Motion to allow \$1,100 to send Assistant Chief Menendez to rope training. This is the class that was previously approved but Kris could not make the

- last one. Motion made by Commissioner Ames and seconded by Commissioner Gelasco. Motion carried unanimously.
24. Motion to pay AJ Sound \$3,100 for the speaker wiring for the new station. Motion made by Commissioner Shoppach and seconded by Commissioner Ames. Motion carried unanimously.
 25. The Board of Commissioners moved into Executive Session at 8:20 P.M. to discuss personnel issues with Chief Keys and to discuss the pay adjustment for the Administrative Assistant and the Administrator. The Board returned from Executive Session at 9:30.
 26. Motion to accept the pay adjustment for the Administrative Assistant as discussed. She will now be working 40 hours per week. The increase will be effective August 1, 2013. The adjustment for the Administrator is tabled pending a cost analysis. Motion made by Commissioner Ames and seconded by Commissioner Shoppach. Motion carried unanimously.
 27. For the Good of the District: Commissioner Gelasco had questions regarding the employee manual. Questions were addressed and answered.
 28. Next meeting scheduled for August 22, 2013 at 6:30 P.M.
 29. Motion to adjourn made by Commissioner Ames. Meeting adjourned at 9:40 P.M.