

Minutes of the July 23, 2015 Commissioners Meeting

1. Meeting was called to order at 6:31 P.M.
2. Pledge of allegiance was recited.
3. Quorum present: Commissioners' McLellan, Gelasco, and Sanchez. Also present Fire Chief Kris Menendez, Attorney Richard Contreras, Administrator Ron Larson and Administrative Accountant Katherine Ames
4. Presentations: Administrator Larson informed the Board that he has spoken to Mr. Pietsch and he will be coming out in November to assist us with I.S.O. ratings. Tom from VFIS was in this week. Ron discussed the insurance quote he received from them and from TML and comparing rates and services.
5. Minutes were reviewed.
6. Financial: We have 3 large payments that will come due in August. Monies have been moved in preparation for the bills coming in. Fire Departments stipend payroll has been set-up and the first direct deposit checks went out last week without issue. The firefighter stipend looks like it will be about \$25,000 short of covering payroll for the year. Katherine, Ron and Kris will be meeting to discuss where to transfer funds from.
7. Tax income reviewed.
8. Accounts payable were reviewed.
9. No expenditures. Motion to accept consent agenda made by Commissioner Sanchez and seconded by Commissioner Gelasco. Motion carried unanimously.
10. Chief's report: 262 calls in June and 1702 year to date. Personnel; we have 12 people out on leave (military, medical school, paramedic school, fire tech and workman's comp) leaving 29 people to run calls. We brought 3 new people in last week and are just waiting for the background and drug test results to come back. In August we will be appointing the first female to achieve officer's rank to Lieutenant. P403 was involved in a minor fender bender that was the fault of the other driver. Minor cosmetic damage that will be paid for by the civilian driver of the other vehicle. P403 was repaired from the accident that happened last month. R404 is in the shop again. The Ford dealership finally saw it quit like we had been describing. They have a whole new module coming in to repair. Motion to accept Chief's report made by Commissioner Gelasco and seconded by Commissioner Gelasco. Motion carried unanimously.
11. Fire Marshal's report: attached to agenda. We have issued 137 operational and construction permits so far this year. Socorro and Clint schools will be inspected soon in anticipation of the new school year. The Fire Marshal "shut down" two businesses on Berryville today for operating a business without documentation. No word yet on the new Sierra/Providence hospital or the gas pumps that are supposed to be coming to Wal Mart. Health Department will be working with us to let us know who has applied for food handler's cards in conjunction with running day cares to make sure they have been inspected. The SFFMA Conference is coming up in October. FM402 backed into a rock while

conducting inspections on Verizon cell phone towers out in the desert. Minor damage to rear bumper. Motion to accept Fire Marshal's report made by Commissioner Sanchez and seconded by Commissioner McLellan. Motion carried unanimously.

12. EMS report: Captain Ames will be getting certified as a CPR instructor through EPFD. We have two other instructors who need to recertify. Motion to accept EMS report made by Commissioner Gelasco and seconded by Commissioner Sanchez. Motion carried unanimously.
13. Communications report: Going well but very busy. 4 new dispatchers being trained right now. As per the contract between Life Ambulance and El Paso Sheriff's communications, Life will only be dispatched by S.O. not by El Paso County Fire dispatch. Any request for Life will have to be forwarded to S.O. for them to dispatch Life. It is adding delays which are being documented. Administrator Larson, Attorney Contreras and Commissioner Sanchez met with Horizon City mayor Walter Miller, Police Chief McConnell and Administrator Pat Randleel to discuss the communications contract and the notice of additional fees over and above contract costs. The Chief explained that they had forgotten to include some benefits costs and they were only realized after District#2 came on board. After negotiations we will be paying the additional approximately \$15,000 over the next three years instead of a lump sum payment. The mayor said he would take it to city council for approval. Motion to accept Communications report made by Commissioner Gelasco and seconded by Commissioner Sanchez. Motion carried unanimously.
14. Attorney Richard Contreras received a letter for the attorneys for Roof-Toppers. Blair-Hall who was the general contractor for the station still owes Roof-Toppers final payout. Blair-Hall has agreed to let us pay them direct once the final figures are negotiated and we cut checks for the final payout. Motion to table made by Commissioner Sanchez and seconded by Commissioner McLellan. Item tabled.
15. Sales tax election: Richard is working with a new person at the tax office. We were informed the next possible date for an election would be November. We will have to have a special meeting to call for the sales tax election. Motion to keep proceeding forward made by Commissioner McLellan and seconded by Commissioner Gelasco. Motion carried unanimously.
16. Budget calendar: July 29th-accept operating and capital improvements budget
July 31st- Meet with Wally Hargrove to go over budget.
August 4th-present to County Commissioners
August 6th-publish budget in newspaper
August 20th-public hearings on tax increase
August 27th-2nd public hearing, regular meeting
September 3-set tax rate

All meetings will be at 6:30 P.M. at Horizon Fire Station
Motion to accept proposed budget schedule made by Commissioner McLellan and seconded by Commissioner Sanchez. Motion carried unanimously.

17. We need to re-adopt the investment policy for the next budget year. There are a few changes noted. Motion to accept investment policy with changes made by Commissioner McLellan and seconded by Commissioner Gelasco. Motion carried unanimously.
18. A motion was made by Commissioner McLellan to place an item on the agenda for a proposal to adopt the tax rate at the August 20, 2015 Commissioners meeting. Motion seconded by Commissioner Gelasco. Vote as follows: Commissioner McLellan-yeah
Commissioner Gelasco-yeah
Commissioner Sanchez-yeah
Commissioner Bonneau-absent
Commissioner Shoppach-absent
Motion carried unanimously.
19. Motion made by Commissioner McLellan to hold a special meeting on July 29, 2015 to accept budget. Motion seconded by Commissioner Gelasco. Motion carried unanimously.
20. Motion made by Commissioner McLellan to allow \$1542 for the purchase of a new computer for the Administrative Assistant. Motion seconded by Commissioner Gelasco. Motion carried unanimously.

Commissioner Bonneau arrived.

21. Motion made by Commissioner McLellan to allow Chief Menendez to apply for a Texas Forest Service Grant towards the purchase of 10 sets of turn-out gear. The price of the gear would be \$18,000 with a 90/10 grant from TFS. The amount to be reimbursed would be \$9400. Motion seconded by Commissioner Sanchez. Motion carried unanimously.
22. Motion to delete Cascade System made by Commissioner McLellan and seconded by Commissioner Sanchez. Item deleted.
23. Motion to allow \$1800 for a yearly maintenance contract on the evaporative coolers in the bays and the refrigerated units for the rest of the station made by Commissioner Gelasco and seconded by Commissioner Sanchez. Motion carried unanimously.
24. Motion to allow \$4800 for the purchase of a “Mini-Split air conditioner/heater to be installed in the medical supply room. The temperature must be regulated or we could lose some medical supplies that are susceptible to temperature extremes. Motion made by Commissioner McLellan and seconded by Commissioner Sanchez. Motion carried unanimously.
25. Landscaping: Administrator Larson presented two quotes on repairs to the sprinkler system and upgrades to the existing landscaping. Board wants quote on “zero-scaping”. Motion to table made by Commissioner McLellan and seconded by Commissioner Sanchez. Item tabled.
26. Motion made by Commissioner McLellan to allow \$3375 to send 5 people to Socorro, N.M. for part two of rope rescue training. Motion seconded by Commissioner Sanchez. Motion carried unanimously.

The Board of Commissioners moved into Executive Session at 7:25 P.M.

27. Employee evaluations for Frank Guillen and Ron Larson were discussed.
28. Fire Marshal's contract was discussed.
29. Fire Chief's job description discussed.
30. Lieutenant Ivan Ruiz discussed.

The Board of Commissioners returned from Executive session at 8:10 P.M. No action taken.

31. Motion to table evaluations made by Commissioner McLellan and seconded by Commissioner Bonneau. Item tabled.
32. Motion to table Fire Marshal's contract made by Commissioner McLellan and seconded by Commissioner Bonneau. Item tabled.
33. Motion to delete Chief's job description made by Commissioner Bonneau and seconded by Commissioner Gelasco. Item deleted.
34. Motion to send a certified letter to Lieutenant Ivan Ruiz made by Commissioner Bonneau and seconded by Commissioner McLellan. Motion carried unanimously.
35. For the Good of the District: Nothing
36. Next meeting scheduled for July 29, 2015 at 6:30 p.m. for budget review. Commissioner Bonneau asked that item 34 be placed back on the agenda for the July 29 meeting.
37. Motion to adjourn made by Commissioner McLellan. Meeting adjourned at 8:30 P.M.