

## Minutes of the August 28, 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, Bonneau, and Gelasco.
4. Presentations: None
5. Minutes of last meeting were reviewed
- 6a. Comptroller Katherine Ames asked that the financial report be moved to the end of the agenda to accommodate moving monies to cover various agenda items.
7. Tax income and investment report presented.
8. Accounts payable were reviewed.
9. No expenditures to approve.
10. Chief Keys was not in attendance. Asst. Chief Menendez reports 191 calls in July and 1579 calls year to date. Trip to Pierce for the pre-construction on the New Pumper/Rescue went well. A couple changes will have to be made that will change the price by approximately \$13,000. The truck should be delivered in February or March, 2015. Communications: Commissioner McLellan asked how communications was working and if they had quality assurance meetings with the dispatchers and Asst. Chief Menendez stated that they had just finished one earlier this evening. Commissioner McLellan stated that he would like for the dispatchers to be able to screen our calls and quit responding to non-emergency lock-outs, cars stuck in the sand and cat in the tree calls. Commissioner McLellan stated that he believes we could reduce our call volume, wear and tear on the trucks and stipend payments by doing this. We are scheduled to switch communications over to digital on October 1. The cost will be approximately \$28,000, but Asst. Chief Menendez is going to see if 911 will cover the cost. Minor repair issues, Pumper#403 went down today with a broken airline. We should be able to fix in-house. Commissioner McLellan asked Asst. Chief Menendez if he had a report on gear that that might need to be taken out of service as reported by the Chief at the last Meeting, but they were not prepared with that information. Commissioner Gelasco said he had been approached by the Mayor about possibly dumping Sand here and having bags available for people to make their own. With the Ongoing construction we do not have the room at this time. Motion to accept Chief's report made by Commissioner Bonneau and seconded by Commissioner Sanchez. Report accepted.
11. Fire Marshal Guillen reports: Good evening Commissioners,

Here is what's new within Fire Prevention Division for the Month of April, May and June 2014:

- The FPD has entered over 103 Construction and Operational Permits to date for 2014.
- The Mission Ridge project came to a close. The "Final" building inspection passed. Tami and I met sent e-mails with all stakeholders to tie any loose ends.

- FPD completed S.I.S.D. annual school inspections and will start with C.I.S.D. annual inspection soon.
- FPD is starting to see compliance throughout the City of Horizon and the County of El Paso.
- The Reserve Deputy Fire Marshal's position will be active during my absence while attending an Assessment Center for the EPFD in Tulsa, OK from 9/8 – 9/15. DFM Kris Menendez and DFM Paul Solis will be available to assist DFM Ornelas, if required.
- I continue completing my required firearms training through EPFD.
- ESD #1 continues meeting with Roads and Bridges representatives to discuss and clarify County of El Paso issues within our jurisdiction regarding new construction or new roads.
- Continue consulting with numerous general contractors about up-coming construction. Panda Express; Medical Hospital; Popeye's Chicken; Peter Piper Pizza; Medical Waste Recycling; Strip Malls; China House; Fire Suppression Contractors; C.I.S.D. Warehouse Modifications; etc..
- FPD is preparing for (2) Bazaar / Carnival. One occurred recently at the Vista Flea Market.
- I will be training the HCFD's firefighters on building familiarization for Mission Ridge Elementary School. Training will be scheduled for Wed., Sept. 17th or 24th at 6:30 p.m. depending on S.I.S.D. approval.
- Still attending the Border Highway East study in reference to the expansion of the Border Highway. Just in case, if and when E.S.D. #1 provides mutual aid to E.S.D. #2
- Continue attending TCOLE training to keep up with my peace officer CE's.
- Life is moving into ESD #1's jurisdiction. Requesting guidance.
- FPD is starting a database of all Private Fire Hydrants within our jurisdiction to verify compliance.
- FPD is seeking clarification regarding Investigations. E.S.D. #2 is offering their Fire Arson/Investigation Personnel to assist within our jurisdiction, just in case the MOU between the City and the County is rescinded/revoked.
- FPD is also preparing for the 16th Annual State of Texas Fire Marshal's Office Conference in October.

- FPD contributed \$30,000 back to ESD #1's main bank fund. FPD is also reimbursing "Operations" for any and all fuel expenses acquired by FPD personnel vehicles.
  - FPD has modified the Capacity Sign issued by E.S.D. #1 – Fire Prevention Division.
  - With the assistance on our new Comptroller, Katherine Ames, FPD has completed our budget for FY15. \$53,200.00 is budgeted for FY15. Total expense for 2014 = \$26,600 (+/-)
  - Fire totals have dropped after a recent research was performed by Operations.
12. No EMS report this month. Motion to delete made by Commissioner Bonneau and seconded by Commissioner Shoppach. Item deleted.
  13. BRW Architects are in town and presented a report to the Commissioners regarding their walk-through in the new station this afternoon. They stated that they are not satisfied some of the work that they saw today and other areas that are yet to be finished. Hector Ochoa stated that we need to meet with the city inspector and ask for a 6 month extension on full completion. They also stated that we need to send a letter to Blair-Hall giving 2 weeks to finish the entire project. Motion made by Commissioner Bonneau to have Attorney Richard Contreras and BRW to draft a letter giving Blair-Hall notice. Motion seconded by Commissioner Gelasco. Motion carried unanimously. Motion made by Commissioner Bonneau to apply with Town of Horizon City for the extension. Motion Seconded by Commissioner McLellan. Motion carried unanimously.
  14. Administrator Larson presented a Quote from AST for 2 additional cameras for the station for better coverage of blind areas. Motion to delete made by Commissioner Bonneau and seconded by Commissioner Sanchez. Item deleted.
  15. Motion made by Commissioner Bonneau to allow \$3,360 for the purchase of 40 pagers. Item seconded by Commissioner McLellan. Motion carried unanimously. Motion made by Commissioner McLellan and seconded by Commissioner Sanchez to allow \$2,880.65 for the purchase of batteries for the 2 different styles of hand held radios we have. Motion carried unanimously.
  16. Fire equipment: A list of needed equipment was presented by Asst. Chief Menendez.
    - a) 20 helmets, 10 red and 10 yellow \$6,331.80
    - b) 7 Flashlights for the helmets \$763
    - c) 15pr Structural firefighting boots \$5,100
    - d) 4 SCBA's complete with regulator, mask and Pass alarm \$32,409.10
    - e) 15 5gallon pails Microblaze \$1,850
 Motion made by Commissioner Bonneau and seconded by Commissioner Gelasco. Motion carried unanimously.
  17. Motion to table medical equipment made by Commissioner Shoppach and seconded by Commissioner Bonneau. Item tabled.
  18. Motion made by Commissioner Bonneau to allow the payment for the fuel to be made on-line. The invoice is due 10 days after receipt and we are being assessed late charges. Motion seconded by Commissioner Sanchez. Motion carried unanimously.
  19. We received updated policies from the County regarding next years budget calendar and expectations. Policies were reviewed. Motion to delete made by Commissioner Bonneau

and seconded by Commissioner Shoppach. Item deleted.

20. Administrator Larson presented the Board with information regarding the IRS and the stipend program. According to the Lawyers for SAFE-D, the firefighters cannot make 25% or more of what a EPFD firefighter would make or they would be considered ESD employees and not contract labor. We would be responsible as the ESD for payroll tax, benefits, Obama care etc. if they make more. Attorney Richard Contreras and H.R. Consultant Tommy Cano both presented what information that they could on this. The Fire Department will be directed to obtain a 501-C3 non-profit classification from the IRS. Then the Fire Department would be given money from the ESD to cover the stipend and the department will be responsible for writing the checks themselves. Motion made by Commissioner Bonneau to have Attorney Contreras assist the Fire Department with getting the non-profit classification as soon as possible. Motion seconded by Commissioner Gelasco. Motion carried unanimously.
21. Motion made by Commissioner McLellan and seconded by Commissioner Bonneau to allow \$1,992.01 for the purchase of a new lap-top for the Chief. Motion carried unanimously.

EXECUTIVE SESSION: The Board of Commissioners retired into Executive Session at 8:50 P.M.

22. Fire Marshal Contract discussed.
23. ESD personnel were discussed.
24. CAD law suit was discussed.

The Board of Commissioners returned from Executive Session at 9:50 P.M... No action taken.

25. Motion made by Commissioner Bonneau to adjust the pay for the Fire Marshal to \$27/hr. Motion seconded by Commissioner Shoppach. Motion carried unanimously.
26. Motion to table ESD personnel made by Commissioner McLellan and seconded by Commissioner Bonneau. Item tabled.
27. Motion made by Commissioner Gelasco to table the CAD law suit. Motion seconded by Commissioner Sanchez. Item tabled.
28. Good of the District: Administrator Larson reminded the Board that the 9/11 remembrance is coming up in 2 weeks. We had planned on doing the ceremony here and inviting the Police Department to come here. Because of the ongoing construction the parking lot will not be completed in time. We will instead be observing 9/11 at the Horizon Town Hall parking lot.
29. Next meeting September 25, 2014 at 6:30 P.M.
30. Motion to adjourn made by Commissioner Bonneau. Meeting adjourned at 9:52 P.M.