

Minutes of the August 22, 2013 Commissioners Meeting

1. Meeting was called to order at 7:06 P.M.
2. Pledge of allegiance was recited
3. Quorum present, Commissioners McLellan, Ames, Shoppach, Gelasco and Hambric.
4. None
5. Minutes of June meeting were reviewed.
6. Financial report was reviewed.
7. Tax income and investments were reviewed
8. Accounts payable for June was approved.
9. Motion to approve expenditures for MES for gear \$9860, FNB \$5561, Siddons-Martin 2013.84, and BRW Architects \$8190. Motion to approve made by Commissioner Hambric and seconded by Commissioner Shoppach. Motion carried unanimously.
10. Chief Keys not in attendance. Asst. Chief Menendez reports: 110 calls in July and 919 calls YTD. The FRO is finally done. No major issues with maintenance, C402 had to have new tires. The new Tahoe and pick-up should be in by the end of the month. They will still have to outfitted with radios, emergency lights and graphics. Pumper #403 is proceeding on schedule. Construction meeting with Pierce to review drawings sometime in September. Commissioner Hambric stated that he would like to attend. We have quite a few new “probies” firemen that have shown interest in joining lately. At the present time if they live too far out of District we are turning them down. We have had driver’s license issues with a couple of firemen who were immediately terminated until they can get a clean driving record. The Horizon City Youth association has asked if we can water the baseball fields again on Thursday night. They have already cleared the use of the water the Horizon Regional MUD. The Commissioners stated that they see no problems with this. Asst. Chief Menendez spent today riding with Fire Marshal Guillen as part of training for a Deputy Fire Marshal position. Three inspections were conducted and all three businesses failed. Motion to accept the Chief’s report made by Commissioner Hambric and seconded by Commissioner Gelasco. Report accepted unanimously.
11. Fire Marshal will present his report next month as part of quarterly reports. Motion to table made by Commissioner Hambric and seconded by Commissioner Ames. Item tabled.
12. Ongoing problem with Socorro Independent School District. Dr. Sue Shook School does not have an alarm system on the portable classrooms. They were supposed to have brought plans for this to us back in March but failed to do so. When Fire Marshal Guillen inspected the school last week the portables did not have an alarm system and children were occupying the classroom. The Fire Marshal informed the principal of the school that the students would have to be moved until the alarm system was installed. An

official from the District's headquarters then was called and showed up on the scene. Fire Marshal Guillen informed him that we would require a letter from him with a schedule of when the alarm system would be installed.

Motion to table made by Commissioner Hambric and seconded by Commissioner Ames. Item tabled.

13. Motion to delete hydrant policy made by Commissioner Ames and seconded by Commissioner Hambric. Item deleted.
14. No new forms. Motion to table made by Commissioner Ames and seconded by Commissioner Hambric. Item tabled.
15. Motion to accept Kris Menendez as Deputy Fire Marshal to fill in when Fire Marshal Guillen is out of town or otherwise unavailable. Pay will be at a rate of \$18/hour. Commissioner Gelasco questioned if anyone else in the department was qualified. We have one other firefighter with the certification but he is not interested in the position. We have had an ad in the newspaper since the beginning of the month for a part time inspector but so far have only received one application. Motion to accept recommendation of Kris Menendez made by Commissioner Ames and seconded by Commissioner Hambric. Motion carried unanimously.
16. Motion to set the tax rate for fiscal year 2013-2014 at .10 per hundred dollars valuation made by Commissioner Hambric and seconded by Commissioner Ames. Motion carried unanimously. Richard Contreras has prepared the resolution for the tax rate which will be signed by the president of the Board.
17. The water line that has to be dug for the sprinkler system at the new station will go to Hartsdale to connect. The price for the change order is \$22,000 down from the original estimate of \$66,000. During a walk through we discovered that some of the office doors had proximity readers while others did not. Met with AST and made change order to correct problem. Motion to accept changes made by Commissioner McLellan and seconded by Commissioner Shoppach. Motion carried unanimously.
18. Motion to table surplus equipment made by Commissioner Ames and seconded by Commissioner Gelasco. Item tabled.
19. Motion to change the purchasing policy to comply with State Statute 775 from \$15,000 to \$25,000 without bids. Above \$25,000 3 qualified bids will be required. Above \$50,000 3 sealed qualified bids will be required. Motion made by Commissioner McLellan and seconded by Commissioner Hambric. Motion carried unanimously.
20. Motion made by Commissioner Ames to allow \$55,000 for station furnishings. \$44,000 to Workspace Solutions for furniture, \$7,500 for Lowe's for appliances and \$2,300 for mattresses for the Murphy beds. Commissioner Ames and Administrator Larson will travel to San Antonio next Friday (8/30) to finalize furniture quote. Cost of the trip will be \$1,006. Motion seconded by Commissioner Shoppach. Motion carried unanimously.
21. Motion to spend \$18,840 for the Murphy Beds for the new station made by Commissioner Ames. The lowest bid was through Workspace Solutions;

however Murphy bids on neither the GSA list nor TEX-MAS. We have 2 other qualified bids. Motion seconded by Commissioner McLellan. Motion carried unanimously.

22. Motion to allow \$2,950 to purchase the built in BBQ for the new station made by Commissioner Hambric and seconded by Commissioner Ames. Item carried unanimously.
23. Motion to send \$10,000 to the pension system as we do every year. Motion made by Commissioner Ames and seconded by Commissioner McLellan.
24. Motion to table classroom technology made by Commissioner Ames and seconded by Commissioner Hambric. Motion tabled.
25. Motion made by Commissioner McLellan to allow \$2,446 from account 1600.02 for utility trailer. Motion seconded by Commissioner Shoppach. Motion carried unanimously.
26. Motion to modify uniform policy to allow ESD personnel to wear beige polo shirts with logo made by Commissioner Ames and seconded by Commissioner Gelasco. Motion carried unanimously.
27. The employee handbook has been reviewed by Commissioner Hambric, Commissioner Shoppach and Administrator Larson. Few minor changes noted. The word company will be changed to District throughout the manual, the flow chart will be accepted as written and the vacation day policy will be modified as follows: If a holiday falls on a Saturday employees will get Friday off. If a holiday falls on a Sunday employees will get Monday off. Two other forms will be added to the manual, a disciplinary form and a resignation form. Motion to accept the handbook with changes noted made by Commissioner Hambric and seconded by Commissioner McLellan. Motion carried unanimously.
28. The inventory scanner for the station was discussed. The final price was \$14,600 up from the \$6,000 that was approved at the last meeting. The Board feels like this item should be held off on for a year or two until we get settled in the new building. Motion to delete made by Commissioner Hambric and seconded McLellan. Item deleted.
29. The Board granted permission to Asst. Chief Menendez to apply for a Texas Forest Service Grant that helps pay for insurance. Our AD&D policy is \$7,000. The grant would pay \$4,184 of the premium. Motion made by Commissioner Ames and seconded by Commissioner Hambric. Motion carried unanimously.
30. Motion to allow \$2,612 for rope rescue equipment from account 1600.02 made by Commissioner Ames and seconded by Commissioner McLellan. Motion carried unanimously.
31. The Board of Commissioners moved into Executive session at 8:37 P.M. to discuss evaluation and merit increase for Administrator. The Board returned from Executive session at 8:55 P.M. No action taken.
32. Motion made by Commissioner Hambric to approve pay adjustment for Administrator as discussed in Executive session. Motion seconded by Commissioner Shoppach. Motion carried unanimously.

33. For the Good of the District: Commissioner Shoppach discussed the information he has and is trying to obtain to have I.S.O. reevaluate the Horizon Fire Department to try and get the citizens a better insurance rate on their homeowners insurance. We have the M.D.A. Boot Drive coming up on September 6 & 7. Need volunteers. The September 11 ceremony will be held at Horizon Town Hall this year. Administrator Larson will pass along information as the agenda for the day is formalized.
34. Next meeting will be September 26, 2013 at 6:30 P.M.
35. Motion to adjourn made by Commissioner McLellan. Meeting adjourned at 9:05 P.M.