

Minutes of the November 21, 2013 Commissioners Meeting

1. Meeting was called to order at 6:30 P.M.
2. Pledge of allegiance was recited
3. Quorum present, Commissioners McLellan, Ames, Shoppach, and Hambric. Commissioner Gelasco was not present.
4. Administrator Larson spoke about a meeting with BRW Architects regarding issues with the new station, the newsletter from SAFE-D regarding ISO and re-certification, the article to be printed in the West Texas County Courier and the channel 7 news story regarding stipends, and that furniture and appliances are due to be delivered to the new station.
5. Minutes of October meeting were reviewed.
6. Financial report was reviewed
7. Tax income and investments were reviewed
8. Accounts payable for October were approved.
9. Expenditures for BRW Architects in the amount of \$8190. Motion to approve expenditures and consent agenda made by Commissioner Hambric and seconded by Commissioner Ames. Motion carried unanimously.
10. Chief Keys not in attendance. Asst. Chief Menendez reports 163 calls in October and 1322 year to date. Our roster has expanded from 39 to 50 firefighters recently in part due to the stipend program. It's been a bad month for maintenance. Rescue 401 is in the shop with a valve lifter problem. Preliminary estimates on repairs to it are \$3700. Rescue 402 is in the shop with a radiator or cooling system issue. Attack 401's low voltage alarm has been going off, but we believe it may only be the voltage regulator and should be minor. When Rescue 404 comes out of the radio shop it must go to Ford to have a couple fault lights reset under warranty. When that unit is finally put into service Rescue 403 will go into the shop for an exhaust leak at approximately \$2000. Asst. Chief Menendez met with Chief McConnell from Horizon P.D. regarding the possibility of their dispatchers being used to dispatch us instead of the downtown 911 dispatchers. This is an idea presented last week to the Commissioners in their meeting with Mayor Walter Miller. The Chief stated that they would probably have to hire 2-3 more dispatchers and it would entail necessary upgrades to their communication system. 911 has some funding available that we might be able to tap into to help offset the cost. Asst. Chief Menendez will send an e-mail to Chief McConnell outlining what our needs will be. Motion to accept Chief's report made by Commissioner Ames and seconded by Commissioner Hambric. Motion carried unanimously.
20. Item 20 was moved up so that Attorney Richard Contreras could tell us where we stand on the dispatchers through 911. Richard states that the City wants to be able to run the whole communications system for them and the county, but Chief Wiles from the Sheriff's department does not want to be a part of it. They have pressured Chief McConnell from HPD to send his dispatchers down there as well. Richard States the right now the whole system is in chaos. We will probably not know anything for at least 6 months. Motion to delete made by Commissioner McLellan and seconded

by Commissioner Hambric. Motion deleted.

11. Fire Marshal's quarterly report due next month. He reports that the plans for the County Club have been brought in and he will review. Will visit the site on Monday. Motion to accept Fire Marshal's report made by Commissioner Hambric and seconded by Commissioner Ames. Motion carried unanimously.
12. Richard reports that Larry Baskin attorney for S.I.S.D. was questioning our regulate and inspect their construction project. Richard sent him State code 775 to show where our authority comes from. Mr. Baskin is no longer the legal representative for S.I.S.D. Richard directed the Fire Marshal to shut down the construction process if necessary. Commissioner Hambric ran into Michael Naraja and explained to him that the fees for Rojas Elementary School are due and are not going to go away. He stated that he would take the issue to the School Board President and that they might possibly form a committee to work on this and meet with us. Motion to table made by Commissioner McLellan and seconded by Commissioner Hambric.
13. Fire Marshal Guillen reports he is in the process of developing a new form that will be the building record form. It will be shared with fire department operations to inform them of any hazards in the building. Motion to table made by Commissioner Ames and seconded by Commissioner Shoppach. Item tabled.
14. Motion to declare the attached list as surplus property. The items that firefighters wish to purchase may be submitted via sealed bid. Two of the Commissioners will form a committee to determine minimum bid on some of the larger items. Firefighters have asked that the pool table be taken off the surplus list as they would like to keep it and recondition it. Motion made by Commissioner Hambric and seconded by Commissioner Shoppach. Motion carried unanimously. ESD

Surplus List

(11/21/13)

- Office Desks – 7
- Office Chairs – 10
- Small Office Tables – 3
- Large Kitchen Table – 1
- Kitchen stools – 8
- Stove – 3
- Microwave – 1
- Dishwasher – 2
- Phone System – 1
- Phones – 10
- TV – 2
- Pool Table – 1
- Foosball Table – 2
- Ping Pong Table – 1
- 4 Piece Couch set – 1
- Coffee Table – 1
- End Table -1

- TV Stand – 1
 - Truck Seat – 1
 - Water System – 1
 - Tonneau Cover – 1
 - Plymovent Exhaust System – 1
 - Cascade fill station & compressor – 1
15. Motion to delete communications made by Commissioner Ames and seconded by Commissioner McLellan. Item deleted.
 16. The Texas A & M Grant was turned in late so there will be no pay for this to grant writer. Motion made by Commissioner Hambric to allow Asst. Chief Menendez to apply for the computer grant with no grant writing fee and to apply for the Texas A & M PPE Grant. Motion seconded by Commissioner Shoppach. Motion carried unanimously.
 17. New Station: Commissioner Ames said that the technology company we hire has been excellent to work with. We had a couple of data ports that were not in the most convenient place and she asked them if they would be able to run cable across the floor but they went ahead and moved the data ports instead. They also added a phone line to the weight room as it must have been overlooked. The substantial completion date according to the contract is December 13, 2013. BRW Architects suggests that we don't enforce the \$500 a day penalty for not completing the project on time. They said it would cause the contractors to start cutting corners to try and finish. Commissioner Ames suggests we give them an extension till the first of the year and then start looking at a possible penalty but tell them we will no longer pay for any change orders. Commissioner Hambric stated that one of the stations we went and visited on our station tour was Canyon Lake. Their project was 7 months behind. Canyon Lake deducted the penalty from the final payment to the general contractor. Motion made to table made by Commissioner Hambric and seconded by Commissioner Shoppach. Item tabled.
 18. Motion to delete vending machines made by Commissioner McLellan and seconded by Commissioner Shoppach. Item deleted.
 19. A certified letter will be sent to the prisons informing that we will begin billing them for every run we have there beginning January 1, 2014. We will bill them at the prevailing national rate of \$100 per run, whether we are dispatched by Life, Sheriff's or someone from inside the facility. They will be responsible for the bill. The prison pays no property tax or any other type of funding to us and we make 5 to 10 calls a week there. Motion to accept billing made by Commissioner Hambric and seconded by Commissioner McLellan. Motion carried unanimously.
 21. Motion to table SOP's as Commissioners Ames has not received any feedback from anyone yet. Motion made by Commissioner Ames and seconded by Commissioner Hambric. Item tabled.
 22. Motion to delete Texas Ambulance Association made by Commissioner Ames and seconded by Commissioner Hambric. Item deleted.
 23. Motion made to adopt the following amendments to the stipend policy: On Special events we will try to have a three man crew work the event. If there is

no one available to work the vent then the on duty crew will work it. They must stay for the whole event unless they get a run. If they stay for the whole event without leaving then they will receive the additional special event pay as well. Beginning January 1, 2014 rookies will be required to work for three months doing a minimum of two shifts per month with no pay while they are going through their training period. Motion to accept made by Commissioner Hambric and seconded by Commissioner Shoppach. Motion carried unanimously.

24. Hiring Process: we are going to go back to doing interviews and handing out workbooks for new recruits. We will interview every other month. Right now we will be in a hiring freeze until the first of the year as we have a lot of rookies that we need to train first. Motion to accept made by Commissioner Ames and seconded by Commissioner Hambric. Motion carried unanimously.
25. Deputy Fire Marshal Carlos Ornelas was sworn in by Commissioner McLellan. Motion to accept made by Commissioner Hambric and seconded by Commissioner McLellan. Motion carried unanimously.
26. Motion to approve \$3,500 for a new desk top computer for the Fire Marshals office complete with Microsoft Office, Microsoft Outlook, and the largest screen available for him to review plans on. Also we will purchase 5ea. Licenses of Acrobat Pro 11. Motion made by Commissioner Hambric and seconded by Commissioner Shoppach. Motion carried unanimously.
27. Motion to raise Life apartment rent from \$250 to \$600 per month made to allow Commissioner McLellan to will negotiate with Rachel from Life. Motion seconded by Commissioner Shoppach. Motion carried unanimously.
28. Motion to delete made by Commissioner Hambric and seconded by Commissioner Ames. Item deleted.
29. Motion to allow \$5,374 to move and update the Cascade System made by Commissioner Hambric. We will allow ½ of the payment up front. Motion seconded by Commissioner Shoppach. Motion carried unanimously.
30. Motion to allow Fire Marshal Guillen to carry his firearm while on duty made by Commissioner Hambric and seconded by Commissioner Shoppach. Motion carried unanimously.
31. The water line "T" for the new station must be changed according to Linda with Horizon Regional MUD. She is worried that the line will not generate enough pressure even though she approved it 3 months ago. Motion to allow Commissioner Hambric and Commissioner Ames to make decisions. Motion seconded by Commissioner Shoppach. Motion carried unanimously.
32. The meeting with Mayor Walter Miller went very well. The Mayor offered to Have the Police Departments dispatcher dispatch us as well. The Police Departments dispatch system will have to be upgraded and they will have to hire and additional 2-3 dispatchers. We will work with the Town of Horizon to come up with an Emergency Management Coordinator and plan. We will form a committee consisting of Commissioners McLellan, Hambric and Administrator Larson to work on the plan and meet with the mayor. Motion To accept made by Commissioner Shoppach and seconded by Commissioner Ames. Motion carried unanimously.
33. No Executive Session needed.

34. Channel 7 KVIA came out and did a very good story on the department and the stipend program. We will also run an article in the El Paso Times and the West Texas County Courier.
35. Next meeting will be December 19, 2013 at 6:30 P.M. because of Christmas.
36. Motion to adjourn made by Commissioner Hambric. Meeting adjourned at 9:15 P.M.