

Minutes of the August 22, 2019 Regular Meeting

1. **Call to order:** Meeting called to order at 7:00 P.M.
2. **Establishment of Quorum:** Quorum present, Commissioner Mayberry, Berumen and Sanchez.
3. **Pledge of allegiance:** Pledge was Recited.
4. **Presentations:** None
5. **Review and approve minutes of July 2019 meeting:** Motion made by Commissioner Sanchez to accept the minutes of the June 4th special meeting. Motion seconded by Commissioner Berumen. Minutes accepted unanimously. Motion to accept the minutes from the July 25th Commissioners meeting made by Commissioner Sanchez and seconded by Commissioner Berumen. Motion carried unanimously. Commissioner Mayberry wants future minutes to include the agenda item and a submitted by, and reviewed by at the end of the document.
6. **Review and approve communications report:** Communications reported 18 alarms, 11 assistance calls, 36 brush fires, 2 car fires, 3 FPD investigations, 21 leaks (water and gas), 219 medical calls, 3 miscellaneous calls, 43 MVA's and 7 structure fires (3 in district). Structure fires were as follows: 14424 Desierto Lindo, storage room reported on fire. P403 responded within 7 minutes and reported light smoke and a condition 1 fire. 14321 Desierto Bueno, advised of a structure fire. Short in circuit and reporter can see smoke and flames. R405 arrived on scene in 14 minutes and reported nothing showing. When the air conditioner came on it started sparking. Electricity was turned off by units on scene. Homeowner was advised to contact an electrician. 890 Agua Fria, several reporting parties reported shots fired in the area. EPSO requested FD reference a structure fire. EPSO advised no structure fire, it was an illegal burn. FD was canceled and EPSO met with homeowner. Motion to accept communications report made by Commissioner Berumen and seconded by Commissioner Sanchez. Report accepted.
7. **Review and approve Chief's report:** Chief Menendez reported 331 calls in July and 2,283 calls year to date. Stipend was \$25,405.07 with 2,647.50 hours worked. We have an upcoming Haz-Mat communications training coming up for all firefighters. Texas Department of Health will be here Tuesday to conduct a required audit. Tires were replaced on R401 and R402. We should begin the station repair on the column that was

damaged soon. Price quote for the repair was \$19,676.00. We have 2 new personnel, but one has quit. We will be conducting interviews on August 28th. We have had several people send applications by e-mail, but only 5 have followed up. Two new FMO Deputies were interviewed and hired. They are completing the hiring process and will be meeting with the ICN. Last week the Texas Railroad Commission came in for our annual inspection of the propane tank for the generator. Everything was good except the cover for the relief valve which was sun baked and rotten; however, Ron had a new one in his office and replaced it on the spot and we passed the inspection. We had 17 firefighters that ran in full gear, on air, in the Memorial run for the victims of the Wal-Mart shooting. The SAR team was activated by EPPD for a body recovery, but were unsuccessful in locating the body. A class was held last week by Poison Control for the SAR team which also featured live spiders and snakes. Our social media representative, Vanessa Guerra presented a video to the BOC that she had posted on Facebook. Motion to accept the Chief's report made by Commissioner Sanchez and seconded by Commissioner Berumen. Report accepted.

8. **Review and approve Fire Marshal's report:** Fire Marshal Guillen reported that he will be meeting with the Town of Horizon and Health Department to revamp the permitting for Mobile Food Units. The Town of Horizon will also begin enforcing event permits on September 1, 2019. We have 3 events coming up in the next month. We have a new Wendy's coming to the Vista Market's parking lot, Murphy's gas station at Eastlake and Peyton, a new free-standing hospital and an Idea School, with more businesses on their way. Motion to accept the Fire Marshal's report made by Commissioner Berumen and seconded by Commissioner Sanchez. Report accepted.
9. **Discussion and take action on Notice of Tax Revenue Increase advertisement:** Motion to delete this item made by Commissioner Berumen and seconded by Commissioner Sanchez. Item deleted.
10. **Discussion and take action on budget re-allocations:** Funds will be reallocated to two accounts in the FM budget for a total of \$242.13. Funds will be reallocated to nine accounts in the ESD and FD budget for a total amount of \$47,629.73. Motion to approve made by Commissioner Sanchez and seconded by Commissioner Berumen. Motion carried unanimously.
11. **Discussion and take action on Deputy Fire Marshal:** Fire Marshal's Office has hired two part time Deputies. Motion to delete made by Commissioner Sanchez and seconded by Commissioner Berumen. Item deleted.
12. **Discussion and take action on Open Records:** We will adopt the State Open Records fee schedule of .10/page for reports. Motion to accept made by Commissioner Berumen and seconded by Commissioner Sanchez. Motion carried unanimously.
13. **Discussion and take action on SOP 101.002:** Motion to approve changes as presented to SOP 101.002 made by Commissioner Sanchez and seconded by Commissioner Berumen. Motion carried unanimously.

14. **Discussion and take action on SISD M.O.U.:** Motion to ratify the M.O.U. with S.I.S.D. that states if we have an emergency at Mission Ridge Elementary School, we may drive across the basketball courts to get to the portable classrooms and will not be liable for any damage to the courts caused by our trucks. Motion to approve made by Commissioner Sanchez and seconded by Commissioner Berumen. Motion carried unanimously.
15. **Discussion and take action on Brush Truck change order:** We have a change order from Skeeter Brush trucks to add a winch, air compressor, Wig-Wag Head lights and an Air Horn. There will be credits issued for the removal of a Bumper Extension and a Power Plant Winch. Changes totaled up to \$3,645.61. Motion to approve made by Commissioner Sanchez and seconded by Commissioner Berumen. Motion carried unanimously.
16. **Discussion and take action on medical equipment:** Motion made by Commissioner Berumen to approve \$16,074.00 for the purchase of CPR Adjunct Devices and Airway management valves from Zoll. Motion seconded by Commissioner Sanchez. Motion carried unanimously.
17. **Discussion and take action on fire equipment:**
 - a. Motion to approve \$4,295.34 made by Commissioner Berumen for the purchase of a G-Tac tablet and accessories. Motion seconded by Commissioner Sanchez. Motion carried unanimously.
 - b. Motion to approve \$2,759.97 made by Commissioner Sanchez for the purchase of 2 All-in-one desk top computers and 1 lap-top computer to be used by the nurse FD assistant and Budget & Finance. Motion seconded by Commissioner Berumen. Motion carried unanimously.
 - c. Motion made by Commissioner Berumen to approve \$2,183.85 for the purchase of structural firefighting gloves. Motion seconded by Commissioner Sanchez. Motion carried unanimously.
 - d. Motion made by Commissioner Sanchez to approve \$2,401.30 for the purchase of National Night Out promotional items. Motion seconded by Commissioner Berumen. Motion carried unanimously.
 - e. Motion made by Commissioner Berumen to approve the purchase of 2 drones and accessories in the amount of \$6,303.82. Commissioner Sanchez stated that he would prefer we buy 1 and see how it works and how much it is used before we purchase a second. Motion seconded by Commissioner Mayberry. Vote as follows: Commissioner Berumen-aye, Commissioner Mayberry-aye, Commissioner Sanchez-nae. Motion carried.
 - f. Chief Menendez presented information on bullet proof vests for the firefighters. Preliminary estimate of up to \$30,000 for the vests. Information only, no action taken.
18. **Discussion and take action on forming a committee to review ESD on smoking and use of tobacco products:** Commissioner Mayberry wants to form a committee to address the smoking and tobacco use policy. Committee will consist of Commissioner

Mayberry, Commissioner Berumen and Budget and Finance Specialist Ames. Motion to table made by Commissioner Berumen and seconded by Commissioner Sanchez. Item tabled

EXECUTIVE SESSION

19. **Discussion of complaint by Ron Larson:** Commissioner Mayberry stated that “Attorney Contreras does not have the authority to put items on the agenda, therefore we will skip this item.”

REGULAR SESSION

20. **Discussion and take action on Ron Larson:** Removed
21. **For the Good of the District:** We will be conducting citizen CPR classes in September with the participants paying for the book, mask and CPR card. We will have the 9/11 ceremony here at the station.
22. **Set date and time for next meeting in September:** September 26, 2019 at 6:30 P.M.
23. **Adjourn:** Motion to adjourn made by Commissioner Sanchez and seconded by Commissioner Berumen. Meeting adjourned at 8:45 P.M.

Minutes Submitted By: Ron Larson,
District Administrative Assistant

Minutes Reviewed By: Katherine Ames
Budget & Finance Specialist