

Standard Operating Procedures of Caldwell / Hays Emergency Service District Number 1 Effective April 28, 2015

Preamble

WHEREAS: *The Success of an Emergency Service District depends greatly upon being firmly established, dependable, efficient, and respectable.*

WHEREAS: *Certain Rules and Regulations are necessary for good order and the well being of all associations.*

WHEREAS: *It is necessary to define duties, establish discipline, and maintain harmony, for the full promotion of the task for which we are associated together.*

WHEREAS: *Health and Safety Code 775, The Department of Agriculture, Laws of the State of Texas, and the Constitution of the State of Texas and the United States of America shall be adhered to.*

Therefore: *We, the members of Caldwell Hays Emergency Service District #1, in order to secure the necessary rights and privileges for the success of the District, render ourselves a nonpartisan organization, do ordain and adopt the following constitution, bylaws for our regulation and government, and do hereby pledge ourselves to cheerfully submit to the legally expressed will of the constituents, and to support our officers and providers in the discharge of their duties.*

Article I: Name and Mission

Section A: Name

1. Caldwell / Hays Emergency Service District Number 1 (CHESD1)

Section B: Mission

1. We shall continually strive to be a successful ESD, which provides superior services that satisfies our constituents' needs.
2. We shall maintain a highest level of ethics, teamwork, and professionalism, while demonstrating a caring attitude toward employees, members, and the public.
3. We shall contract with a service provider and monitor their performance to ensure compliance and service to the public.

Article I (continued)

Section C: Vision

1. We manage our ESD's values to provide legendary service for the public, a fulfilling work environment for our contractor, enhanced value for our community, and mutually beneficial outcomes for all stakeholders. The best service for the public that the funding we receive affords.
2. We are committed to stability and effective strategic growth.
3. We are recognized for leadership in our industry and by those we serve.

Section D: Values

1. Ethical "By doing the right thing"
2. Success "By consistently achieving targeted goals"
3. Excellence "By continually getting better"
4. Commitment "By being here to stay"
5. Dynamic "By pursuing strategic opportunities"

Section E: Discrimination Clause

1. No Commissioner shall discriminate for or against any person due to age, race, ethnicity, religion, gender, or sexual orientation. No such action by any contractor or vender will be tolerated.

Section F: Whistleblower Clause

1. Any member of the District who, in good faith reports to the Board of Commissioners that another member of the Board or vender has broken any rules or regulations to include fraud, unethical behavior, or a local, State or Federal Violation shall be protected from threats of retaliation.

Article II: The Board of Commissioners

Section A: General Requirements as per Health & Safety Code 775

1. To be eligible to be a candidate for emergency services commissioner of a district located in more than one county, a person must be at least 18 years of age and a resident of the district. (775.035.c)
2. CHESD1 shall call an election to elect/reelect tow commissioners in the November election of leap years (2016, 2020...) and three commissioners in the November election on the other even numbered years (2018, 2022...). (775.035.h)
3. If a vacancy occurs, CHESD1 Board shall appoint a replacement Commissioner for the rest of the vacated term within 90 days. (775.044)
4. Each Commissioner shall complete at least 6 hours of continuing education relating to the performance of the duties of an emergency services commissioner in a 2 year period. (775.0365)

Article III Meetings

Section A: General Guidelines

1. All business meetings of the Board shall be conducted using Roberts Rules of Order as a guideline.
2. A quorum of the Board of Commissioners shall be present, either in person or via teleconference (Gov. Code Sec. 551.127) to conduct business.
3. The fiscal year of the CHESD1 shall be from October 1st thru September 30th.
4. Commissioners may receive Per Diem of \$50 per day or reimbursement of expenses not to exceed \$50 per day for days performing CHESD1 business. Not to exceed \$3,000 in a fiscal year. (775.038)

Section B: Regular Meetings

1. An agenda shall be posted at the courthouses of Caldwell and Hays Counties and at the place the meeting is to be held at least 72 hours prior to any meeting.
2. The time and place for next regular meeting shall be announced during the ongoing meeting.
3. The regularly scheduled meetings shall be held on the last Tuesday of each month unless a quorum of the Board is not able to attend.
4. A public comments time shall be available for the public to bring concerns before the board.
5. All voting shall be a majority vote of The Board of Commissioners unless otherwise specified.
6. If for any reason the meeting cannot be held on the scheduled date, the President shall reschedule, giving time to post at least 72 hours notice.

Section C: Special Meetings

1. The President, or any 2 board members, may call a special meeting of the CHESD1
2. Notice of at least seventy 72 hours shall be posted for a special meeting.
3. An agenda shall be posted at the courthouses of Caldwell and Hays Counties and at the place the meeting is to be held.

Article IV - Board of Commissioners

Section A: Overview

1. The Board of Commissioners shall consist of the President, Vice President, Secretary, Treasurer, and Assistant Treasurer.
2. The Board titles shall be reviewed and agreed on at the January meeting of each year.

Section B: Complaints

1. Formal complaints shall be made, in writing, to any member of the Board of Commissioners.
2. Complaint shall state specific nature of complaint, time and/or duration of incident and any other necessary information needed to pursue complaint.
3. It shall be the responsibility of the President to assign a board member to investigate the complaint. The investigator may use other members to assist with the investigation.

4. Article IV : Section B (continued)

5. The investigative board member shall turn in a full report to the board members for further review.
6. The Board may go into executive session to discuss or hear testimony. Votes shall take place in open session.
7. Copies of all complaints and decisions shall remain with records of CHESD1.
8. All complaints shall remain confidential unless otherwise specified by the complainant.
9. The decision of CHESD1 is final unless a crime has been committed.
10. A written confirmation of the decision shall be delivered to the individual making the appeal.
11. Copies of all appeals and decisions shall remain with the records of the department.

Article V - Duties of the Board of Directors

Section A: Duties of the President

1. The President shall preside at all meetings of the CHESD1.
2. The President shall sign all approved minutes, resolutions, orders, and these SOPs and amendments thereto.
3. The President shall appoint committees and officers not otherwise provided for.
4. The President shall hold, as a trustee for CHESD1, title to all property belonging to CHESD1 and shall execute all conveyances of such properties.
5. The President shall perform such other duties as agreed on by the Board.
6. The President may adjust the duties of any Board member.

Section B: Duties of the Vice President

1. The Vice President shall act and have all the authority for the President in his/her absence.
2. The Vice-President shall perform such other duties as directed.

Section C: Duties of the Treasurer

1. The Treasurer shall have custody of all department funds and maintain an accurate account of all receipts and disbursements.
2. The Treasurer shall deposit all monies and/or other valuable effects in the name of CHESD1 in such depositories as may be designated for that purpose. Those deposits shall be done within 72 hours of receiving any monies.
3. The Treasurer shall transfer funds between all CHESD1 accounts as necessary to comply with banking regulations, to receive maximum interest, and to maintain a minimum balance in non-interest bearing accounts.
4. The Treasurer shall give a monthly report at the regular meeting as to the fiscal status of CHESD1, including a report of expenses and revenue.
5. The Treasurer shall present the proposed budget for the next fiscal year at the August business meeting.
6. At the request of the Board, the Treasurer must submit all financial records for review.
7. There shall be, on all checks written, signatures of the President (or Vice President) and the Treasurer (or Assistant Treasurer) or the signatures of any three Commissioners.
8. No Commissioner shall sign a check made out to him/her for reimbursement or per diem.
9. The Treasurer shall maintain a security sheet of all accounts and passwords accessible to the Board of Directors.

Article V : Section C (continued)

10. The Treasurer shall be in charge of all accounts and credit/debit cards. The Treasurer is responsible for the department's policy for the use of credit/debit cards. The Treasurer shall be the primary name on all accounts.
11. The Treasurer shall pay all bills against CHESD1, when approved by the Board, with the exception of normal operating expenses, which are to be paid when the bill is due.
12. All receipts shall be kept by the Treasurer in a secure location.
13. At the end of each fiscal year the Treasurer shall have all required documents needed to turn in to the auditor. The final report of the auditor shall be presented to the membership for approval. After the membership has approved the final report the Treasurer or a representative shall give a presentation of the final report to CHESD1 meeting.
14. The Treasurer shall preform such other duties as directed by the President.

Section D: Duties of the Secretary

1. The Secretary shall keep a current roster of the Board, including phone number, and current address and report changes at the monthly meeting.
2. The Secretary shall keep a true record of the proceedings and transactions of CHESD1.
3. The Secretary shall keep minutes of each meeting of the Board, and be able to read the minutes of the previous meeting at each monthly meeting.
4. The Secretary shall maintain the records of the department, including all historical documents and legal documents (with the exception of the financial records).
5. The Secretary shall serve as the Records Retention Officer and file required documents.
6. The Secretary shall preform such other duties as directed by the President.

Section E: Duties of the Assistant Treasurer

1. The Assistant Treasurer shall preform any/all duties of the Treasurer in his/her absence.
2. The Assistant Treasurer may assist any other Commissioner as needed.
3. The Assistant Treasurer shall perform such other duties as directed by the President.

Article VI – Support Functions for the contracted service provider

Section A: Appointment of the Fire Chief

1. The Chief selection committee shall consist of 5 personnel: 2 members of the Board of Directors of the contracted service provider, 2 voting members of the contracted service provider, and 1 CHESD1 Commissioner. All members shall be in good standing at the time of the selection.
2. The Board of Directors shall select their representatives. The membership shall select their representatives. CHESD1 Board of Commissioners shall select their representative.
3. The Chief selection committee shall meet, at a minimum, during the month of August each year. The committee may interview prospective Chiefs.
4. The committee shall adhere to all requirements for Chief set forth in the by-laws and department policies and those of CHESD1. At the August meeting the committee chair shall report their selection to the Board of Commissioners.

Article VI – Support Functions for the contracted service provider (Continued)

Section B: The appellant option of the contracted service provider members

1. On the occasion that a member of the contracted service provider wishes to appeal a decision of their Board of Directors, the member must present a request, in writing, to the Board of CHESD1.
2. The appeal must state the decision needing review, any arguments that would assist the CHESD1 Board in reviewing the decision, and shall be signed by the member making the appeal.
3. If requested, an executive session of the CHESD1 Board may be called where the person making the appeal may present his/her case.
4. The decision of the CHESD1 is final.
5. A written confirmation of the decision shall be delivered to the individual making the appeal and to The Board of Directors of the contracted service provider.
6. Copies of all appeals and decisions shall remain with the records of CHESD1.

Article VII – Security System

Section 1. – Security system Access

The access to the security system shall at three levels:

1. Administrators – Full access from the main unit & limited remote access.
(Full access for changing passwords, coping files, etc.)
 - a. President of CHESD1 Board of Commissioners or his/her designee.
 - b. Fire Chief of CTFR or his/her designee.
2. Live View access will be available to all CHESD1/CTFR personnel.

Section 2. – Security System Recording

1. There shall be a continuous recording of all cameras on the hard drive within the unit. Once the hard drive is full, the new recording will replace the oldest recording.
2. The Administrators will be able to change the passwords used for access as needed.

Article VII - Amendments

Section A: Overview

1. Any proposed amendment to these SOPs may be presented by requesting that the SOPs be placed on the agenda, then presented as a motion, in writing to the Secretary of the Board.
2. Changes to the proposed amendment(s) may be requested by any Board Member.
3. The proposed amendment(s), including changes thereto, shall be read to the Board and shall be placed on the agenda for the subsequent meeting.
4. After the second reading, if no more changes are agreed on, a vote shall take place on the proposed amendment.
5. All approved amendments shall then immediately become a part of these SOPs, and shall be enforced as such.

Article VIII

These Standard Operating Procedures are hereby approved this April 28, 2015. Amended June 30, 2015

Current Board of Commissioners of Caldwell Hays Emergency Service District Number 1 signatures:

President	Jeff Wright	<u>4/28/2015</u> Date	Treasurer	J L Clendennen	<u>4/28/2015</u> Date
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Vice-President	Jeff Turner	<u>4/28/2015</u> Date	Secretary	Kim Solis	<u>4/28/2015</u> Date
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Assistant Treasurer	Howard Gandy	<u>4/28/2015</u> Date
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