



## Veteran BSFD Firefighter Retires

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Lt. Robert L. Stapp, Jr. of the Big Spring Fire Department celebrated his retirement after thirty-two years of service to the City of Big Spring and its citizens. Lt. Stapp began his career with the BSFD in January 1982. He was honored at a luncheon held on July 3, 2014, where Deputy Chief Mark Heinis presented him his helmet and a commemorative flag.

Throughout his career, Lt. Stapp has provided outstanding service to the City of Big Spring. His dedication over the years and the leadership he has provided to the Big Spring Fire Department has enhanced the excellent service provided to Big Spring residents. Lt. Stapp, we offer you our heartfelt congratulations on your retirement and wish you the very best in your retirement endeavors.



### THROUGH TEAMWORK, ALL THINGS ARE POSSIBLE



The Big Spring Streets department was given the City Manager's TEAM award in recognition of their hard work, outstanding performance and exceptional commitment to teamwork. Each employee was given an award certificate at a pizza luncheon on July 2, 2014.

Top row, left to right: Roy Spivey, James Wilkerson, Brad Fuqua, Royal Bramley, Robert Diaz, Rebecca Pritchett, Austin Hinojosa. Front row, left to right: Frank Rodriguez, Abel Pesina, Michael Coffman

## NEW OFFICERS SWORN IN



The BSPD welcomed two new officers on May 19, 2014. Officers Daniel Castillo (bottom), and Nathan Henley (top) were sworn in by Police Chief Chad Williams following their graduation from the Permian Basin Law Enforcement Academy in Midland, Texas. Each officer took a turn raising his right hand in solemn promise to uphold the laws of the commonwealth and serve the people of Big Spring.

Both Castillo and Henley successfully completed the rigorous, paramilitary sixteen week basic police training program that provided classroom lectures, physical fitness training, practical exercises including firearms and

defensive tactics training.

Officers Castillo and Henley will now continue their training at the department. Each will be assigned to work with an experienced BSPD field training officer. Working with experienced officers at the various levels of the department, they will learn firsthand the intricacies of everyday police work. Upon successful completion of field training, each officer will be assigned to one of the three patrol shifts and assume the role of patrolman.

The City of Big Spring has a procedure in place for hiring non-certified police officer recruits which includes the financing of police academy tuition as well as providing transportation to and from the academy.

Certified Police Officers are eligible for a relocation incentive payment in the amount of \$2,400.00, payable on the day of hire.

Additionally, a certified officer, hired by the Big Spring Police Department, is eligible for reimbursement in an amount not to exceed \$1,500.00, for tuition expenses incurred within the twelve (12) months preceding the date of hire.

More information about the police officer hiring process is available in the Human Resources office or on the city's website at [www.mybigspring.com](http://www.mybigspring.com).

## CONGRATS ON YOUR RETIREMENT!

### Senior Cpl. Wayne Wright

*Big Spring Police Department*

24 years of service

### Orlando Chavez

*Airpark Maintenance Worker*

18 years of service

### Senior Cpl. George Oliver

*Big Spring Police Department*

13 years of service

Throughout their careers, these individuals have provided outstanding service to the community of Big Spring. Their dedication over the years and the leadership they have provided to City of Big Spring staff has enhanced the excellent service provided to Big Spring residents.

On behalf of City Administration and staff, we thank each one of you for your dedication and professionalism over the years. We congratulate each one of you on a distinguished career and wish you all much success and happiness in your retirement.

## Hang Gliding Comes Back to Big Spring!!!

From August 3 through August 9, 2014, the M c M a h o n Wrinkle Airpark will host the 2014 National Hang Gliding



Competition. This will be the thirteenth year that Big Spring has hosted this annual event. At present, there are sixty hang gliders expected to participate, with pilots and support teams coming from all over the United States, and several foreign countries. Please make plans to attend this colorful and exciting event. For additional details and information, please contact the Airpark office at 432-264-2362.

## Preparing For Open Enrollment

### IMPORTANT INFORMATION

Every year the City of Big Spring distributes insurance open enrollment notifications to all employees. Unfortunately, many employees make the mistake of not taking the time to examine these materials. Open enrollment is the time to look over available insurance options. The choices made during this period will determine the health care benefits that the employee is entitled to for the next year as well as the cost for this coverage.

This year, the open enrollment period for insurance will be offered to all City of Big Spring employees from August 1st to August 30th. During open enrollment, employees can make changes to their insurance coverage, i.e. health, dental and life. Employees are encouraged to look carefully at all of the available insurance plan options before deciding to change coverage options.

**What can employees do during open enrollment?** The open enrollment period offers employees the opportunity to make changes to their insurance benefits including:

- Health insurance
- Dental insurance
- Life Insurance
- Flexible spending plan
- AFLAC

During open enrollment employees can add coverage, terminate coverage or make changes to an existing policy.

If employees do not make the desired changes during open enrollment, you may not be able to make those changes until open enrollment the following year. Employees must have a "qualifying event" to make any changes to benefit coverages outside of open enrollment.

**What is a "qualifying event?"** A qualifying event is an occurrence that dramatically changes the employee's insurance needs. The purpose of a qualifying event clause is to allow adjustments to your insurance coverage to accommodate significant changes without waiting until the next annual enrollment period. The following are common qualifying events:

- Marriage
- Divorce
- Adoption
- Birth of a child
- A spouse's loss of employment
- Death of a dependent

Generally, employees must report the qualifying event to Human Resources and make any necessary changes within thirty (30) to sixty (60) days of the event.

**Where can I get information on the benefits I currently have?** Benefits information (current enrollment, premiums, etc.) is available in the Human Resources office in City Hall or by calling the Benefits Coordinator at 264-2347. Requests for changes to health, dental or life insurance coverage must be made in person in the Human Resources office.

It is recommended that employees research their coverage ahead of time to prepare for open enrollment. The Human Resources office can tell you what benefits you currently have and what you pay for those benefits. If you are thinking of adding benefits, the Human Resources office can calculate how changes in benefits can affect the employee's portion of premiums.

**What should I do to prepare for open enrollment?** Research. Employees should thoroughly review current benefits information and his/her family's health care expenses over the last year. Having the right information will allow the employee to assess the value of the plans offered based on the cost of premiums, the amount of required co-pays, and anticipated annual spending and his/her family's current situation.

It's estimated that over 68 million Americans have no life insurance. Fortunately, city employees are covered under the employer provided life insurance policy, but each employee should check that the coverage amounts are sufficient and verify the beneficiaries listed to make sure his/her family is financially protected in case of death. Additional life insurance options are available to employees.

**If I add or cancel coverage, when do those changes take effect?** Changes made during open enrollment will take effect on October 1, 2014.

**MARK YOUR CALENDAR.** ON AUGUST 5-7, 2014, THE HUMAN RESOURCES DEPARTMENT WILL HAVE OPEN ENROLLMENT EDUCATION CLASSES FOR EMPLOYEES AT THE DORA ROBERTS COMMUNITY CENTER. IN AN EFFORT TO ENSURE THAT ALL EMPLOYEES HAVE THE ESSENTIAL INFORMATION ABOUT THEIR HEALTH AND DENTAL BENEFITS, ATTENDANCE AT THE CLASS WILL BE MANDATORY. A SCHEDULE OF CLASSES WILL BE DISTRIBUTED TO DEPARTMENT SUPERVISORS AT A LATER DATE. ALL EMPLOYEES MUST ARRANGE TO BE PRESENT FOR A CLASS.

A representative from the Texas Municipal League, the group health/dental plan administrator, will also be available to answer questions about your health/dental plan. Please prepare properly for this class. **If you have questions about coverage, benefits, claims, etc. bring that information with you to your scheduled class.** The TML representative will be able to help employees with those inquiries. Employees will also need the following information for any dependents they wish to add to their health, dental or life plan:

- Full name
- Date of Birth
- Social Security Number

**QUESTIONS?**  
Call Human Resources at 264-2347

## NEW EMPLOYEES

Brittany Bakley	Aquatic Center
Kody Bryant	Golf Course
Michael Cahill	Airpark
Cordero Carrisalez	Distribution & Collection
Andrea Collins	Senior Center
Bianca Correa	Legal
Zachary Crabtree	Golf Course
Trenton Gray	Fire Department
Jason Henry	Animal Control
Tanner Henry	Police Department
Eleuterio Juarez	Sanitation
Gabriel Lara Zavala	Senior Center
Logan McCoy	Fire Department
Ruth Ann McKay	Fire Department
Darien Murley	Animal Control
John Padilla	Water Office
Orlando Reyna	Fire Department
Frank Rodriguez	Streets
Steven Steele	Fire Department
Christian Van Wey	Golf Course
Matthew Ybarra	Distribution & Collection

# What's Happening

### **HOLIDAYS ON THE HORIZON**

City of Big Spring offices will be closed in observance of the following holiday:

***Labor Day - Monday, September 1st***

### **TML IEBP OPEN ENROLLMENT**

August 5-7, 2014, at Dora Roberts Community Center  
Training is MANDATORY for all City Employees!

### **CITY EMPLOYEE APPRECIATION PICNIC**

Friday, September 26, 2014

Dora Roberts Community Center



Have you moved? Do you have a new phone number? Got married or divorced? Don't forget to contact Human Resources to update your personnel file. You may miss vital data if we don't have your correct contact information.



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Big Spring, Texas 79720  
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Fax: 432-264-2387

This newsletter is put forth by the City of Big Spring for City employees. If you would like more information or would like to submit information to be placed in the newsletter, please forward the information to the Human Resources office or email to [sking@mybigspring.com](mailto:sking@mybigspring.com).