

## Minutes of the September 26, 2019 Commissioners Meeting

1. **Call to order:** Meeting called to order at 6:30 P.M.
2. **Pledge of Allegiance:** The Pledge was recited
3. **Establishment of Quorum:** Quorum present, Commissioners Berumen, Commissioner Sanchez, Commissioner Mayberry and Commissioner Anaya.
4. **Presentations:** None
5. **Oath of Office:** The Oath of Office was administered to new Commissioner Amanda Anaya by Chief Menendez.
6. **Appointment as Assistant Treasurer:** Motion made by Commissioner Mayberry to appoint Commissioner Anaya as Assistant Treasurer. Motion seconded by Commissioner Sanchez. Motion carried unanimously.
7. **Additional signer to bank accounts:** Motion to add Commissioner Anaya to the Operational, Station Construction and Fire Marshal bank accounts and to remove Commissioners Keys and Koester from all accounts made by Commissioner Berumen and seconded by Commissioner Sanchez. Motion carried unanimously.
8. **Review and Approve Minutes:** Motion to approve the minutes of the 8/22/2019 Special meeting, the 8/22/2019 Commissioners meeting and the 8/29/2019 tax rate meeting made by Commissioner Sanchez and seconded by Commissioner Berumen. Minutes accepted.
9. **Review and approve Communications report:** Communications reported 393 calls in August. There were 13 alarm calls, 28 assistance, 8 brush fires, 10 car fires, 1 investigation by FPD, 17 leaks (water and gas), 186 medicals,

4 miscellaneous, 49 MVA's and 5 structure fires. Motion to accept report made by Commissioner Berumen and seconded by Commissioner Sanchez. Report accepted.

10. **Review and approve Chief's report:** Chief Menendez reports 272 calls in August and 2,608 calls year to date. August stipend was \$28,708.08 based on 2,811.73 hours. We now have an additional certified instructor as well as a CPR instructor on the roster. Zoll training on the new CPR device was conducted last week. All but approximately 5 firefighters have now been through the training. T401 was in the shop for A/C problems, P403 had alternator and tire problems, Q401 had an oil leak and C401 needed new brakes. We have hired 3 new firefighters and 2 new Deputy Fire Marshals. We had one firefighter resign. Numerous applications for others that would like to join. We had a structure fire in Montana Vista close to Hueco Tanks that was a complete loss. We had a 27-minute response time due to the distance we had to travel to the scene. This week is budget close-out for fiscal year 2018-2019. The walls are now going up for Station #2. No issues so far with the construction. Our phones, pagers and radios are still having a lot of problems due to the phone company in Mexico drowning out our signal. We may have to resort to repeaters on the trucks. The Town of Horizon City is talking about having an ambulance service for the town. Chief Menendez has asked be part of the committee looking into this. There are still numerous issues to work out. We are ordering all the supplies we can for Station #2 out of this year's budget and storing them upstairs. We are having painting done in a couple places that need repair in Station #1. We still have A/C issues in the nurse's office. Kings Aire said the duct work originally installed is too small creating condensation and the condensation then leaks onto the ceiling. They are putting together a quote on fabricating new duct work and then we will have to have the ceiling repaired afterwards. The administrative side A/C also froze up and repairs are being made. Chief Menendez met with CAD to discuss

the process for annexations. We have two annexations that back taxes are due from 2013. The City of El Paso and CAD need to coordinate to make the process run more smoothly, but the City is trying to find a way to make developers pay. All annexations we receive are to be sent to SBNG and CAD. A training video was played showing the drones being used for search and rescue training at Hueco Tanks. Motion to approve Chief's report made by Commissioner Anaya and seconded by Commissioner Berumen. Report accepted.

11. **Review and accept Fire Marshal's report:** Fire Marshal Guillen reported that we have hired two new deputies. Last month we had two block parties and two carnivals that the Fire Marshal's Office inspected. Fire Marshal Assistant Diana Ramos has been working on the aging report and has the outstanding balances way down. Fire Marshal Guillen has been working the late shift and catching some vendors that have not come in for their working permits. The Fire Marshal went through drone training with the Fire Department. Tasers and bullet proof vests have been purchased for their office. We have numerous building projects ongoing or just starting up. Fire Marshal Guillen will be attending the Fire Marshal's Conference in October. Motion to accept Fire Marshal's report made by Commissioner Sanchez and seconded by Commissioner Anaya. Report accepted.
12. **Discussion and take action on annual audit:** Representative Tello Cabrera from our accounting firm SBNG made a presentation to the Board stating that they could do our entire year end audit and there would be no need to hire an outside firm to check their numbers, saving us approximately \$6,000 per year. Commissioner Sanchez stated that he would be more comfortable having the second set of eyes looking at everything and that if something went wrong the \$6,000 would be a drop in the bucket compared to what it will end up costing us. Motion made by Commissioner Anaya to eliminate the additional auditor. Motion seconded by Commissioner Berumen. Vote as follows: Commissioner Mayberry-yea, Commissioner Berumen-yea, Commissioner Anaya-yea, Commissioner Sanchez-nay. Motion carried

13. **Discussion and take action on sales tax company agreement:** Motion made to accept the proposal from GCP Association Services with changes noted for assistance with our sales tax election made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carried unanimously.
14. **Discussion and take action on SOP's:** Motion to approve changes to SOP numbers 102.002, 200.071, 200.013. 200.011, 200.021, 200.019 400.002 and 500.001 made by Commissioner Berumen and seconded by Commissioner Anaya. Motion carried unanimously.
15. **Discussion and take action on District smoking policy:** Commissioner Mayberry asked that this item be tabled. Motion to table made by Commissioner Berumen and seconded by Commissioner Sanchez. Item tabled.
16. **Discussion and take action on re-allocations:** Motion to table made by Commissioner Berumen and seconded by Commissioner Anaya. Item tabled.
17. **Discussion and take action on employee COLAS:** Motion made by Commissioner Sanchez to give all ESD employee a 3% COLA (cost of living adjustment). Motion seconded by Commissioner Anaya. Vote as follows: Commissioner Berumen-yea, Commissioner Sanchez-yea, Commissioner Anaya-yea and Commissioner Mayberry-abstain. Motion carried.
18. **Discussion and take action on Fire Department Contract:** Contract needs to have a few minor changes made. The department head will be the Assistant Chief, and the infection control nurse and fire department assistant were added to the contract. The amount budgeted for the payroll for fiscal year 2019-2020 is \$667,065.67. Motion to approve with spelling corrections and after final review by Attorney Contreras made by Commissioner Sanchez and seconded by Commissioner Anaya. Contract approved unanimously.

19. **Discussion and take action on Life Assist open P.O.:** Motion to approve \$15,000 yearly open P.O. with Life Assist for the purchase of medical supplies made by Commissioner Anaya and seconded by Commissioner Sanchez. Motion carried unanimously.
20. **Discussion and take action on tuition reimbursement for Brandon Kovach:** Motion made by Commissioner Anaya to reimburse LT. Brandon Kovach \$1,000 for tuition reimbursement per our education reimbursement policy. Motion seconded by Commissioner Berumen. Motion carried unanimously.
21. **Discussion and take action on surplus item:** Motion made by Commissioner Anaya to surplus all items on the list provided by the Fire Department. Most of the items are gear, helmets and boots that are damaged or have exceeded the expiration date. These items will be donated to one of the local schools' Fire Tech program. The Board asked that we have the school that receives these items to sign a waiver of liability. Motion seconded by Commissioner Berumen. Motion carried unanimously.
22. **Discussion and take action on fire equipment:** Motion to approve \$2,096.00 for the purchase of four valves for the Cascade system at a cost of \$524.00 each made by Commissioner Berumen and seconded by Commissioner Anaya. These items will come from accounting code 7850.02. Motion carried unanimously.
23. **For the Good of the District:**
  - National night out is next Tuesday October 2, 2019.
  - The MDA boot drive will be next weekend, October 4<sup>th</sup> and 5<sup>th</sup>.
  - We had a person call and personally thank the Chief and the Fire Department for coming to the homeowner's aid with picking up a patient on numerous occasions.
  - Socorro Fire Department will be holding an open house at their new station and be answering questions regarding the ambulance service being started inside the city limits of the town on October 1, 2019.

- Genaro Mier of ASA Architects has agreed to take a payment of \$57,558 in lieu of the \$115,115 that we would have owed him for architect fees. His original estimate of the new station costing us \$2.8 million to build was way from the lowest bid we received of \$3.7 million. We received a second quote for the repair of the pillar that was damaged of \$4,800. We will have them start next week.
24. **Set date and time for next meeting:** Next meeting will be October 24, 2019 at 6:30 P.M.
  25. **Adjourn:** Motion to adjourn made by Commissioner Anaya and seconded by Commissioner Sanchez. Meeting adjourned at 8:44 P.M.