

## Minutes of the October 24, 2019 Commissioners Meeting

1. **Call to order:** Meeting called to order at 6:40 P.M.
2. **Pledge of Allegiance:** The Pledge was recited
3. **Establishment of Quorum:** Quorum present, Commissioner Berumen, Commissioner Mayberry and Commissioner Anaya. Commissioner Sanchez not in attendance.
4. **Presentations:** None
5. **Review and approve minutes:** Motion made by Commissioner Anaya to accept minutes as presented. Motion seconded by Commissioner Berumen. Minutes accepted.
6. **Communications report:** Sarai Yopez from communications reported 288 calls in September. Calls consisted of 20 alarm calls, 13 assistance calls, 9 brush fires, 2 car fires, 16 leaks (water and gas), 189 medical calls, 36 MVA's and 3 structure fires. The structure fires were as follows:
  - 516 Dayna- A/C smell of smoke. The residents were evacuated. No fire found, possibly an electrical short. Homeowner was advised to contact an electrician.
  - 340 Roslyn- report of smoke in the laundry room from washer/dryer. Fire was isolated to the electrical cord. Homeowner advised to contact electrician.
  - 13105 Freshford- Fire inside the home. Smoke alarm activated. Units on scene reported smoke but no flames. Fire was contained to pots and pans on the stovetop.

Motion to accept communications report made by Commissioner Anaya and seconded by Commissioner Berumen. Report accepted.

7. **Chief's report:** Chief Menendez reported 305 calls in September and 2878 year to date. We are approximately 400 calls over last year at this same time in the fiscal year. Training going well. We are transitioning into cold weather training and will be going over the gas monitors and weather-related emergencies. Maintenance; all units are in service. Personnel; we lost two firefighters to resignations and the Administrative Assistant is no longer with us. We have 4-6 people we hope to interview for the Fire Department next month and will also begin the search for a new Administrative Assistant. Fire response; We had no large fires to report on however there was a large gas leak in San Elizario that called out all the departments on the east end of the county for assistance. The leak turned out to be in Mexico, however units did assist with evacuations of homeowners in the area. The Mission Ridge street construction is scheduled to start on October 22 and will take 210 days to complete. Once completed we will be able to go from the new station straight through to Pellicano vastly improving our response times to that area. Our firefighters participated in the MDA Boot Drive and raised \$9,422.00. National night out was a success. We gave away smoke detectors and lots of trinkets to the kids. We had a conference call with Cliff Avery who will be assisting us with our sales tax election. We received a lot of information and are formulating a time line for mailers, town hall meetings, our web-site etc. Motion to accept Chief's report made by Commissioner Anaya and seconded by Commissioner Berumen. Report accepted.
8. **Fire Marshal's report:** Fire Marshal Guillen is out of town. Report given by Asst. Fire Marshal Ornelas. He reported 377 operational permits and 121 construction permits issued this year for a total of 498. Fire Marshal Guillen and Asst. Fire Marshal Ornelas attended the drone training class. Compliance by businesses to the code is getting better. Construction has

begun for the new school. Alamo Draft House should begin soon. Cracker Barrel has submitted their plans. Motion to accept Fire Marshal's report made by Commissioner Anaya and seconded by Commissioner Berumen. Report accepted.

9. **FY19' year-end report:** We collected \$77,469 dollars over what was budgeted. We had an increase this year in grant income, interest income and other income. Fire Marshal income increased due to numerous construction projects. Fire Marshal spent approximately 80% of his income and Fire Department and ESD spent approximately 82% of theirs. Motion to accept end of year report made by Commissioner Anaya and seconded by Commissioner Berumen. Report accepted.
10. **Investment report:** Budget and Financial officer Ames reports that all of our investments are doing well. We have good returns, but much of that is due to construction money that was invested that will now be withdrawn in the next six months to pay the construction invoices. Motion to accept the investment report made by Commissioner Anaya and seconded by Commissioner Berumen. Report accepted.
11. **Budget re-allocations:** ESD re-allocations were;
  - \$1,415.07 from account 5600.01 to account 9000.01
  - \$5,364.99 from account 5600.01 to account 9001.01
  - \$271.96 from account 5100.01 to account 5050.01
  - \$6,050.00 from account 5700.01 to account 6100.01
  - \$854.25 from account 5000.01 to account 6500.01
  - \$910.00 from account 7300.01 to account 7200.01

Fire Department re-allocations were;

- \$14,221.38 from account 5850.02 to account 9200.02
- \$1,736.20 from account 5850.02 to account 9450.02
- \$504.94 from account 5200.02 to account 5705.02
- \$1,969.03 from account 7005.02 to account 5850.02

Fire Marshal re-allocations were;

\$87.18 from account 9999.03 to account 5200.03

\$114.20 from account 9999.03 to account 5705.03

\$1,711.20 from account 9000.03 to account 7005.03

\$2,601.32 from account 9000.03 to account 8100.03

\$275.66 from account 9000.03 to account 9500.03

Motion to accept re-allocations made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carried unanimously.

12. **Sales tax action plan:** Chief Menendez, Katherine Ames and Ron Larson had a conference call with Cliff Avery who will be assisting us with the sales tax election. We discussed what we needed to accomplish in the next couple of months and a time-line for mailings and town hall meetings to inform the public the need for the additional funds. Information only, no action taken.
13. **Calling for Sales Tax Election:** Motion made by Commissioner Anaya to allow Attorney Contreras to begin preparing the paperwork to call for a May 2020 sales tax election. Motion seconded by Commissioner Berumen. Motion carried unanimously.
14. **Sales Tax Election Committee:** Motion made by Commissioner Anaya to form a committee consisting of Commissioner Mayberry, Chief Menendez, Asst. Chief Daniel Ames, Administrative Asst. Ron Larson and Budget and Finance Officer Katherine Ames to work on the various projects needed to put the mailers, town hall meetings and any other items needed to inform the public about the upcoming sales tax election. Motion seconded by Commissioner Berumen. Motion carried unanimously.
15. **Smoking and tobacco use policy:** Motion to table made by Commissioner Anaya and seconded by Commissioner Berumen. Item tabled.
16. **Training:** Motion to delete made by Commissioner Anaya and seconded by Commissioner Berumen. Item deleted.

17. **Equipment:** Motion to allow \$4,443.90 for the purchase of four Mustang tools for the control of gas leaks made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carried unanimously.
18. **Events and Fee schedule:** Chief Menendez presented a proposal to change the fee schedule for events to \$100 for a single day event, \$200 for a two-day event and \$300 for a three day or longer event. Non-profits who are doing the event for the community and are not charging for food or drinks would not pay a fee. Motion to accept the proposal made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carried unanimously.
19. **For the Good of the District:** We have a new animal clinic that is asking for us to put on CPR training for up to thirty people that will be working for them. Attorney Contreras informed the Board that our Court of Appeals hearing regarding the lawsuit against the County of El Paso will be heard in November.
20. **Next Meeting:** The next Board of Commissioners meeting will be held one week early due to the Thanksgiving Holiday. The meeting will be held November 21, 2019 at 6:30 P.M.
21. **Adjourn:** Motion to adjourn made by Commissioner Anaya and seconded by Commissioner Berumen. Meeting adjourned at 8:00 P.M.

Submitted by: Administrative Assistant

Ron Larson

Reviewed by: Budget and Finance Specialist

Katherine Ames

