

## Minutes of the November 21, 2019 Commissioners Meeting

1. **Call to order:** Meeting called to order at 6:35 P.M.
2. **Pledge of Allegiance:** The Pledge was recited.
3. **Establishment of Quorum:** Quorum present, Commissioner Mayberry, Commissioner Berumen, Commissioner Anaya, and Commissioner Sanchez.
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 299 calls In October. Breakdown as follows: 24 alarm calls, 14 assistance calls, 13 brush fires, 2 car fires, 10 leaks (gas and water), 176 medical, 46 MVA's, and 5 structure fires. The Fire Marshal's Office called in for 56 inspections. Motion to accept communications report made by Commissioner Berumen and seconded by Commissioner Sanchez. Report accepted.
7. **Chief's report: Call for the month of October:** 312  
**Calls for the year 2019:** 3128  
**Stipend:** \$28,803.19 for month of October  
**Hours:** 2,850  
**Training:** Nothing new to report.

**Fleet:** Pump testing performed; all trucks passed the testing. Some pump packings had to be replaced along with valves. Quint 401 was taken to the shop to repair the overheat issue when pumping. Rescue 401 was taken in for brakes, Rescue 405 went in for repair of the mechanical siren switch.

**Personnel:** Interviews were conducted today, we interviewed 6. We have many more pending applications but there are incomplete.

**Fire Response:** House fire in the Paseo's confined to room. Fire was contents fire and started by lamp that fell on blanket. Fire in Socorro, fully involved trailer, cause was not determined. Fire near Horizon High school, small trailer that was being used as a laundry room. Cause was accidental.

**Misc.:** 11 Firefighters and Commissioner gave blood at Eastlake High school. Attended Groundbreaking for the Mission Ridge project with Commissioner Perez and Commissioner Stout. They were excited to start the construction, and they have advised there will be 20,000 homes in this area when it's all said and done. Received notification from the Fire Act Grant that we did not qualify for the grant. The grant was for the replacement of the SCBA's that is necessary as they are beyond the 2 updates allowed. This will be a topic of discussion next budget year. Fire Marshal office has started to review the electronic format for inspections. I have given them a start date scheduled for November 30, 2019. Data will be entered into the system going back to October 1, 2019.

**Construction:** Station 2 is moving very quickly; we expect to be watertight by December.

Motion to accept Chief's report made by Commissioner Anaya and seconded by Commissioner Sanchez. Report accepted.

8. **Fire Marshal's report:** Here's what has occurred and what is projected within the Fire Marshal's Office:

- For the 2019 calendar year we have an estimated 450 Construction & Operational Permits.
  - 2019: Paid Construction Permits = from 121 (last quarter) to 131
  - 2019: Paid Operational Permits = from 265 to 319
- The Fire Marshal's Office will be sending (2) DFM inspectors to the upcoming 2020 North TX FMO Conference in February 2020. DFM Rick Flores and DFM Sam Villarreal are scheduled to attend and represent EPC ESD #1.
- Fire Marshal Guillen is projected to attend the annual 2020 Edu-Code Conference in Las Vegas, EPC ESD #1 has shown presence since 2014 (5-years now).
- Deputy Fire Marshal Joe Gutierrez; Asst. Fire Marshal Carlos Ornelas and I continue completing our required TX Peace Officer training through EPFD; EPCC and TCOLE to keep with our PO (peace officer) CE's. (*Example: 86<sup>th</sup> Legislative Updates*) (*TCOLE 1850 CIT*)
- EPC ESD #1 will be sponsoring DFM Gutierrez's Peace Officer Certification soon. This will bump us up to (3) PO's.
- DFM Mike Franco & DFM Joe Gutierrez will be completing their 90-day probationary period soon and will become regular part-time employees for EPC ESD #1.
- ESD #1 FMO continues working with Roads and Bridges and Horizon City representatives to discuss and clarify any issues within our jurisdiction regarding new construction or new roads within the County of El Paso.
- Continue consulting with numerous general contractors about up-coming construction.
  - Harmony School (By Joe Battle, next to the Tire Club)
  - A new Shopping Center (Behind Murphy's Gas Station at Peyton & Eastlake)
  - And multiple buildings/businesses within the Eastlake Shopping Center...
- The Fire Marshal's office is continuously working with on-going projects...
  - Free-standing hospital; EPC ESD #1 – Fire Station #2;
  - IDEA School; Wendy's and Multiple tenant improvements
- I attended the FMO Conference in Austin, TX. Back in October 2019.
- FM Guillen is currently training FMO personnel on the proper procedures for data entry within Emergency Reporting. The Fire Marshal's Office should be running live with ER by 11/30/2019. We

- will require (2) additional I-Pads with Wi-Fi cards for the inspectors for the on-line (web-based) Emergency Reporting Occupancy Module.
- The 'Taser' training was postponed due to all training classes being booked or cancelled within the immediate area... We will continue to search for classes after the holidays.
- FMO completed our 2019 fire safety inspections for SISD and CISD. No major violations to report.
- EPC ESD #1 received (1) complaint regarding the fire lane at CISD Horizon High School. FM Guillen is working with their Safety Specialist to resolve the issue.

Motion to accept Fire Marshal's report made by Commissioner Sanchez and seconded by Commissioner Berumen. Report accepted.

9. **Architect's contract:** ASA Architects has agreed to give us a discount on their fees due to the cost of Station #2 being substantially higher than they had anticipated. Both ASA Architects and El Paso County ESD#1 have agreed that the sum of \$57,558.00 is a just and fair settlement. Motion to accept the agreement as presented made by Commissioner Anaya and seconded by Commissioner Sanchez. Motion carried unanimously.
10. **Smoking and tobacco use policy:** Motion made by Commissioner Berumen to accept the amended smoking and tobacco use policy as presented. Policy will take effect on December 1, 2019. Motion seconded by Commissioner Anaya. Motion carried unanimously.
11. **Financing for Brush #402:** Motion made by Commissioner Sanchez to accept the 7-year finance package from Lawrence Financial for Brush #402. Motion seconded by Commissioner Berumen. Motion carried unanimously.
12. **Station #1 Refinance:** Tom Lawrence, our financial advisor ran some figures on the note we have for Station #1. Because we are down to 10 years left on the note so it is possible for us to refinance and save \$119,000 over the next 10 years. We would have to pay the accrued interest at the old rate of 3.25% in the amount of \$27,919.19 and then we would refinance the loan

at the new interest rate of 2.65%. Motion made by Commissioner Berumen to refinance the station. Motion seconded by Commissioner Anaya. Motion carried unanimously.

13. **SAFE-D Conference:** Motion made by Commissioner Anaya to approve travel for five people to attend the SAFE-D Conference in Galveston, Texas February 20-22, 2020. The attendees will be Commissioners' Berumen, Sanchez, Anaya, Budget and Finance Specialist Ames, and Chief Menendez Motion seconded by Commissioner Berumen. Motion carried unanimously.
14. **Vendor Committee:** Motion made by Commissioner Mayberry to create a committee to review all of the vendors that we use. Committee will be made up of Commissioner Mayberry, Chief Menendez, Commissioner Anaya, and Budget and Finance Specialist Ames. Motion seconded by Commissioner Berumen. Motion carried unanimously.
15. **Fire Marshal equipment:** Motion made by Commissioner Anaya to approve \$3,477.96 for the purchase of two iPads to be used by FM Deputies on inspections. Motion seconded by Commissioner Sanchez. Motion carried unanimously.
16. **Executive Session to discuss FM Frank Guillen holiday pay:** The Board moved into Executive Session at 7:50 P.M. and returned at 8:34 P.M. No action taken.
17. **Discussion and action on FM Frank Guillen holiday pay:** Motion made by Commissioner Sanchez to follow the recommendations of Chief Menendez. Motion seconded by Commissioner Berumen. Motion carried unanimously.
18. **For the Good of the District:** The Christmas parade will be Saturday, December 7. Beginning December 11 Native Air helicopter service will be based out of the Sierra/Providence Horizon campus hospital. The Christmas party will be held on Saturday, December 14. The contract between The Town of Horizon City and one of the ambulance services is still pending.

19. **Next meeting:** The next meeting will be held one week early on December 19, 2019 due to Christmas.
20. **Adjourn:** Motion to adjourn made by Commissioner Anaya and seconded by Commissioner Berumen. Meeting adjourned at 8:39 p.m.

Submitted by: Administrative Assistant

Ron Larson

Reviewed by: Budget and Finance Specialist

Katherine Ames