

## Minutes of the March 26, 2020 Commissioners Meeting

1. **Call to order:** Meeting called to order at 6:39 P.M.
2. **Establishment of a quorum:** Quorum present, Commissioner Mayberry, Commissioner Berumen, Commissioner Anaya and Commissioner Rankins.
3. **Pledge of Allegiance:** The Pledge was recited.
4. **Presentations:** None
5. **Review and approve minutes of February 2020 meeting:** The minutes were reviewed, motion to approve made by Commissioner Berumen and seconded by Commissioner Anaya. Motion carries
6. **Review and approve communications report on monthly calls as reported by Horizon City dispatch:** Chief Menendez read the report prepared by Communications:
  - Alarms – 21, Assistance-10, Brush Fires – 4, Car Fires – 2, Leaks – 9, Medicals – 169, Structure Fires – 2, Inspections – 42.
  - **Structure fire at 752 Desert Star**
    - Dispatch received a call at 15:37 in reference to an electrical fire inside a two story residence. The reporting party advised of having visual of smoke coming from the kitchen.
    - Horizon, Clint, and Fabens Fire Departments responded: P401/Q401/CH402. P201, P301
    - CH402 was the first one on scene and reported smoke on the alpha side and would be on offensive strategy.
    - Water on fire at 13:48
    - The fire was under control at 14:15
    - The call was cleared at 17:15
  - **Structure fire at 803 Berrel**
    - Dispatch received a call at 2:10 in reference to burnt smell inside the residence.
    - Horizon and the Socorro Fire Departments responded, P401/Q401/RT401, RT702/P701
    - Once on scene, P401 took accountability on the alpha side and reported nothing showing at the time.
    - The thermal imager was deployed
    - The Socorro Fire Department apparatuses were cancelled by RT401
    - The call was cleared at 2:35 with no reports of a structure fire
  - CoVID 19 response only 1 in February.

Motion to accept report as given made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carries.

7. **Review and approve Chief's report on run volume, stipend, training, fleet, personnel, fire response, building construction and additional fire information:**

- **Calls for the month of February:** 257
- **Calls for the year 2020:** 796
- **Stipend:** \$27,911.75 for month of February. (2 pay periods)
- **Hours:** 2,441.75
- **Training:** Training was canceled due to CoVID 19. Looking at extending the cancellation for another two weeks. An assessment will be done to either continue with no Wednesday training or start training back up. All outside training has been cancelled also that involves TEEX.
- **CoVID 19:** A number of orders have been issued. I am tracking the events of local, state and federal responses. I have also been in contact with city officials, and OEM. As situations present themselves, we are assessing and creating policy. Crews are responding to possible CoVID 19 calls and following the appropriate guidelines. We have not had any reportable exposures. Native air was asked to stop coming to station for day basing until further notice. Elite was asked to also stay in their area to minimize contamination. Nonmembers were also asked to stop coming to the station. This includes all nonmembers and kids. Crews are doing a fit for duty assessment at shift change and this includes temperature checks and questionnaire for flu like symptoms. Policy's for the ESD are being shared with surrounding agencies to include PD, Culberson County, Hudspeth County, Elite, Life ambulance and ESD #2. All PPE has been placed in units. Extra stock has been placed under lock and key. One N-95 will be issued to each member when the BSI bags come in. If personnel need N-95's they can approach any Officer so that they may receive more. There is a back log and we are on a waiting list. We have 18 boxes in reserve and each box has 20. We have sanitizing wipes in stock as a large shipment was delivered the day before yesterday. Horizon PD has tailored their response to limit exposure to CoVID 19.
- **Fleet:** Insurance adjuster came and assessed the light tower on Rescue 405. We are waiting for report.
- **Personnel:** 5 members have started the EPFD training academy and are doing well. Interviews are being conducted for 16 applicants. Fire Marshal office has picked up 1 new member to fill the current vacant spot Deputy Fire Marshal Rick Flores left. Katherine Ames will be assuming the position of Fiscal Administrator on April 12. Promoted an operations officer Lt Kovach to Captain and will take effect on March 29. He will be in charge of ST #2 and Captain Mendoza will be in charge of St #1.
- **Fire Response:** Electrical fire at home contained to room or origin.
- **Building Construction:** Issues with St #2 significant rain damage to the interior. This includes sheet rock, and roof. We marked all the walls that would need to be replaced. MedLock understood and had no issue. Roof was sealed and is now near 100% watertight.

- **Misc.:** Received two checks from Fred Loya, one in the amount of \$4,177.52 and the other in the amount of \$2,223.57. This is for the damage done to the rock wall. I met with the American Heart Association and they want our support for a no smoking policy. I stated I would support it pending board support. Annexation money came in the amount of \$22,000 and change. Public relation specialist working on PSA's for CoVID 19. It has reached over 12,000 people. They have been very successful, and she is doing a great job. Cancelled FMO task force with Health department UFN. Approved distance learning class for AFM Carlos Ornelas on Leadership, cost \$90.00. We had a SAR incident at the Hueco Mountains, male fell and was injured. Native Air was called but was unable to fly. C\*SAR responded to a water rescue in the canals, this was a recovery as 5 members working with Horizon assisted with recovery. One male was taken out of the water. A call out was also requested for the drone by the Sheriff office, request was denied as there were no pilots available. An earthquake occurred on 3/26/2020 and was a magnitude 5.0. No damage was done to any infrastructure or surrounding buildings. No responses were recorded for the earthquake.

Commissioner Mayberry also asked that the PSA's posted on social media also be posted to our website. Motion to accept Chief's report made by Commissioner Berumen and seconded by Commissioner Anaya. Motion Carries.

8. **Review and approve Fire Marshal's report on operational & construction permits, annual fire safety inspections, new building construction, personnel, training miscellaneous activities & information:** (Report read by Chief Menendez)

- **Construction and Operational Permits**
  - Total for the 2020 calendar year we have an estimated 96 Construction & Operational Permits.
  - Paid Construction Permits = from 24 to 30
  - Paid Operational Permits = from 46 to 66
- **Annual Fire Safety Inspections**
  - EPC ESD – FMO Annual Fire Safety Business Inspection Results, as per Emergency Reporting.
  - Dates: 02/24/2020 to 03/23/2020 – 13 passed
  - AFM Ornelas and I issued a Stop Work Order (SWO) at Horizon Blvd. to (2) businesses: (1) A future Taco Restaurant (Ste. B-6) and (2) A Seafood Restaurant (Ste. B-9) on 03/16/20 for a new tenant who open their store w/out the required plan review submittal & required permit for a Tenant Improvement (T.I.).
- **New Building Construction**
  - FMO is continuously working with on-going projects: Free-Standing ER Hospitals, EPCESD #1 – Fire Station #2, Fire Protection Systems, IDEA School, SISD, CISD, Harmony School, Multiple Tennent Improvements, Wendy's, Future Taco Business and Residential Communities.
  - ESD #1 FMO continues working with R&B; TOHC representatives; and other AHJ's to discuss and clarify any issues within our jurisdiction regarding new construction or new roads within the County of EP.
- **Personnel**
  - FMO interview (3) applicants on Friday, 03/20/20... Final selection to follow.

- FMO will request an additional part-time inspector for future construction projects (such as the Eastlake Market Place Shopping Center Project and other projects) within the ESD.
- **Training**
  - I, Fire Marshal Guillen, attended the annual 2020 Edu-Code Conference and shared the conference information with my personnel. They are currently reviewing the information.
  - DFM Franco and I will be attending the 2020 Texas Fire Marshal's Conference in Austin, TX in October.
  - All other training prior to April 2020 has been cancelled due to CoVID-19.
- **Miscellaneous Activities & Information**
  - We (FMO) continue entering our inspections within Emergency Reporting (ER) and I am supervising FMO personnel on the proper procedures for data entry within Emergency Reporting (ER).
  - (1) Complaint received to the FMO by the community or by HFD. A business owner was complaining due to the FMO giving a notice for the expired fire extinguisher. That same person was also concerned that we should not be inspecting with the on-going situation... To reduce contact and secure the safety for all.
  - No commercial fires reported to the FMO by HFD.

Chief Menendez also spoke about a Tar pit fire in our district and the FM office made contact and the business became compliant with permits. Motion to accept the report made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carries.

9. **Discussion and take action on Fred Loya claim for rock wall and fence:** Chief Menendez reported that we received 2 checks from Fred Loya in the total amount of \$6,401.09. Motion to accept the payment made by Commissioner Berumen and seconded by Commissioner Anaya. Motion carries.
10. **Discussion and take action on adding a firefighter to the pension board:** Motion made to delete by Commissioner Anaya and seconded by Commissioner Rankins. Motion carries.
11. **Discussion and take action on Brush 402 Equipment:** Motion to delete item made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carries.
12. **Discussion and take action on SOP 200.009 – Commissioner Reimbursement –** Motion to table made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carries.
13. **Discuss and take action on amending a policy for the general public to address specific line items on the agenda:** Commissioners discussed when the public could speak on an agenda item during the meeting with input from Wally Hardgrove from the County and Mr. Sanchez the ESD's attorney. The new procedure/policy will be, a member from the public can sign up to speak about an item on the agenda before the meeting begins, and then they will be given 2 minutes to speak on the item before the Commissioners begin discussion of that specific item. Motion made to accept new policy made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carries.
14. **Discussion and take action on Sales Tax Election:** Fiscal Administrator Ames and Chief Menendez spoke as to why putting the Sales Tax item on the November election would be most beneficial to the ESD. There was discussion by Commissioners. Motion made by

Commissioner Rankins to move forward with a November Sales Tax election. Motion seconded by Commissioner Anaya. Motion carries.

15. **Discussion and take action on Families First Coronavirus Response Act (FFCRA):** Mr. Sanchez, ESD Attorney gave an explanation of the act and how it applies to our district. The Chief informed the board that if need be, he will have the employees work from home, but he will continue to monitor the situation and make decisions based on any new information. No action taken as this was just an information item only.
16. **Discussion and take action on Emergency COVID-19 purchases:** Chief Menendez spoke about the need for medical and disinfecting supplies in order to provide appropriate protection for Fire Department and ESD members during the COVID-19 pandemic. He asked the board to be able to purchase emergency supplies as they come available from vendors even if it is above the purchasing threshold with verbal permission from a board member. If any emergency purchases are made they will be reviewed with the full board during the next commissioners meeting. Motion to approve made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carries.
17. **Discussion and take action on adding an additional Deputy Fire Marshal:** Chief Menendez briefed the board on the Deputy Fire Marshal interviews and they had 2 qualified candidates. Currently, the manning table only allows for him to hire one part time deputy. There are many large projects on the horizon and the Chief is asking that the Board open another part time position. The funding is available this year for the extra position and the additional funding will be budgeted in the FY 21' budget. Motion made to create a new part time Deputy Fire Marshal position made by Commissioner Mayberry and seconded by Commissioner Anaya. Motion carries.

**Executive Session:** No Executive Session.

18. **For the Good of the District:** Chief Menendez stated that he is sending out emails to employees and Commissioners with COVID-19 updates as they arise. He is also in communication with City leaders for updates as well.
19. **Next meeting:** The next meeting will be on Thursday, April 23, 2020 at 6:30 P.M.
20. **Adjourn:** Motion to adjourn made by Commissioner Anaya. Meeting was adjourned at 8:03 P.M.

Submitted by: Katherine Ames, Budget & Finance Specialist

Reviewed by: Kristian Menendez, Fire Chief