

Minutes of the April 23, 2020 Commissioners Meeting

1. **Call to order:** Meeting called to order at 6:32pm
2. **Establishment of a quorum:** Commissioners present in building: Commissioner Mayberry, Commissioner Berumen and Commissioner Anaya. Commissioner present virtually: Commissioner Rankins.
3. **Pledge of Allegiance:** The Pledge was recited.
4. **Presentations:** None
5. **Review and approve minutes of March 2020 meeting:** Commissioner Mayberry expressed concern over wording in item #13 in the minutes. Commissioner Berumen suggested a change to make it clearer. Motion to approve minutes with correction made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carries.
6. **Review and Approve the 2nd Quarter Financial Report:** Financial Report was presented by Fiscal Administrator Ames. We are 6 months into the budget year and have collected \$2,953,928.15 from current and previous years which is 99.24% of the budgeted tax collection. \$1,596,366.74 has been spent from the Operating budget or 53.63% of the budget. \$168,951.94 has been spent from the Fire Department budget or 34.49%. The total combined spent is \$1,765,438.68 or 52.08% of the overall budget. The Fire Marshal income is \$151,642.30 which is an increase from last Fiscal year at this time in the budget year. \$101,128.50 has been spent from the Fire Marshal budget which is 47.40%. Motion to approve report made by Commissioner Berumen and seconded by Commissioner Anaya. Motion Carries.
7. **Review and Approve the 1st Quarter Investment Report:** Investment report was presented by Fiscal Administrator Ames. As of March 31, 2020, we have \$820,187.13 in our cash account and \$396,602.00 in CD's for a total reserve balance of \$1,216,789.73. Due to market changes with the current economy no additional CD's have been purchased, nor has any of our tax revenue been transferred to this account as it remains in our operating account currently. Mrs. Ames will continue to monitor the market and transfer funds and purchase CD's as they become available, in the best financial interest of the district. Motion to accept report with one correction made by Commissioner Berumen and seconded by Commissioner Anaya. Motion carries.
8. **Review and approve communications report on monthly calls as reported by Horizon City dispatch:** Chief Menendez read the report prepared by Communications:

- Call numbers reported consist of the following: Alarm – 19, Assistance – 9, Brush Fire – 13, Car Fire – 2, Leaks – 9, Medical – 185, MVA – 31, Structure Fire – 4, Inspections – 28.
- **Structure Fire at 13451 Sunset Hills**
 - Dispatch received a call, in reference to a vehicle fire inside a garage at 11:33. the fire initiated in the engine of the vehicle.
 - Clint, Horizon, and the Socorro Fire Departments responded.
 - Q401 was the first unit enroute at 11:35 and arrived on scene at 11:41.
 - Q401 established command and reported a single-story residence with heavy smoke from the garage alpha side offensive strategy with a condition 1 fire.
 - Water on fire 11:44.
 - Fire under control 11:56.
 - The units cleared at 13:00.
- **Structure Fire at 172 Desert Mesa**
 - Dispatch received a call, in reference to a water heater burning at 19:08. The reporting party advised of having visual of smoke in the bedroom.
 - Horizon, Montana Vista, and Socorro Fire Departments responded.
 - RT405 was the first unit enroute at 19:10 and arrived on scene at 19:14.
 - RT405 had visual of smoke inside the residence and checked with an imager for the source.
 - The utilities were shut off and the water heater was removed.
 - Units cleared at 20:12.
- **Structure Fire at 1721 Addison**
 - Dispatch received a call, in reference to tar on fire next to a propane gas tank at 15:58.
 - Horizon, Clint, and the Montana Vista Fire Departments responded.
 - CH401 was the first Horizon Fire unit enroute at 16:01 and on scene at 16:12.
 - CH401 reported a large building under construction heavy smoke from the roof condition 1 fire, offensive strategy, investigating best access single story accountability on the alpha side.
 - Water on fire 16:16.
 - Fire out at 16:20.
 - Fire under control on Addison at 16:26.
 - Units cleared at 17:30.
- **Structure Fire at 163 Horizon Point**
 - Dispatch received a call, in reference to smoke inside the kitchen at 6:37.
 - Clint, Horizon, and Montana Vista Fire Departments responded.
 - RT406 was enroute at 6:41 and on scene at 6:46.
 - Once on scene, RT406 reported a two-story residence nothing showing offensive side accountability on the alpha side.
 - The source was a burnt compressor from the refrigerator. The appliance was shut off.
 - Units cleared at 7:38.
- **SAR 6900 Hueco Tanks**

- El Paso Communications received a call, in reference to an open fracture on the ankle at the Hueco State Park (17:02)
- CH401 /CH402/ RT402/RT403 responded to assist the Montana Vista Fire Department.
- CH402 was the first Horizon Fire Department unit to respond at 17:11 and arrived on scene at 17:33.
- RT402 responded to the call in a Polaris ATV.
- The patient was a 37-year-old male who sustained a 10-foot drop. The patient was transported from the mountain to the Life Ambulance in the Polaris ATV.
- All units cleared at 19:46
- **SAR 13000 Gateway East**
 - El Paso Communications received a call at 17:52 in reference to an ATV accident where 2 patients were ejected.
 - Native Air was requested to respond to the call.
 - SAR activation was requested through the Socorro Fire Department at 18:19.
 - CH401/CH402/RT401/RT402/SAR 401,402,430 responded to assist.
 - CH401 was the first Horizon Fire Department unit to respond at 18:23.
 - I-10 at Horizon and Gateway was closed for Native Air landing. Native Air landed at 19:08.
 - One patient was flown by Native Air and the second was transported by Life Ambulance.
 - All units cleared at 20:11.
- **SAR 10664 Socorro**
 - Socorro received a call from Border Patrol in reference to a body in the canal behind Cougar Park.
 - FM903 requested for the Horizon Fire Department Water Rescue Team to recover the body at 13:38.
 - CH401/CH402/RT401/RT402/RT403/RT406/407/430 responded
 - RT402 was the first unit to respond at 13:38.
 - CH401 was the first to arrive on scene at 13:49.
 - All crews were ready and the operations began at 14:09. The gates were lifted at 14:10.
 - Two divers were in the water recovering an obvious DOS at 14:12.
 - The divers were out of the water at 14:13.
 - All units cleared at 14:30.

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

9. **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 March:** 293
 - **Calls for the year 2020:** 1025
 - **Stipend:** \$27,214.90 for month of March. (2 pay periods)
 - **Hours:** 2,342.5

- **Training:** Wednesday night trainings still on hold because of CoVID 19. We have gone to a online based training.
- **CoVID 19:** Trainings have been cancelled until further notice. Crews are still responding to calls with caution. Ambulance crews to include Life and Elite are using the radios issued to them to cancel our units when responding to any possible or positive CoVID 19 calls. We did have two exposures that were placed on a 14-day quarantine. The results came back negative, but we still had them stay off for 14 days. Dr. Berumen signed order for Infection control nurse to institute that rule. Workman's comp is reviewing claim. We are still good on N95 masks and gowns. The tribe along with 1-800 board out and disinfected our station and equipment to include units at no cost. Disinfection is taking place twice a day by our on-duty crews.
- **Fleet:** Q401 A/c went out, P403 had an intermittent pump problem and was fixed. RP402 has some minor air leaks and they are being looked at.
- **Personnel:** We picked up 14 new probationary firefighters and are now down to 10. We have a number of applicants applying and will have another batch for May. Cause for leaving was family issues to include CoVID 19.
- **Fire Response:** Units responded to a car fire, house fire that started in the water heater. Recycling plant fire in Montana Vista, 60 FF's total and 32 units. There was one FF injury from another department. No damage to equipment, but we are missing three SCBA bottles. Total time for fire was 6 hours. Crews were left in district to cover calls. 4 medical calls did occur. Units responded to an ejection of 2 pt's from ATV's. Native air was called. Also, a body was found in the canal and SAR team members responded and were able to retrieve the body. This was a recovery.
- **Building Construction:** Issues with St #2, we have surpassed the completion date of April 16. New completion date as of now is May 1. Security was hired for ST #2 until they are able to secure the building.
- **Misc.:** FMO Office conducted its first virtual inspection. Plans review is still being performed, all other activities are still on hold. We have assigned one Rescue and one Pumper to minimize CoVID 19 exposure. DEA license for controlled substances for Advanced Cardiac Life support program was approved. Looking at implementing in October possibly sooner. CAD figures will be based from January 1, and they are behind schedule. This is per Mr. Stone. We will be placing Truth and Taxation figures on a web site once created. TCEQ is still conducting the investigation regarding the odor around the station. Since the start of CoVOD 19 there seems to be minimal odor. Diana is recording all days when there is an odor. We have a meeting setup with the railroad commission in regard to LPG enforcement. They have ultimate enforcement authority when it comes to LPG. We are looking at what we can enforce without superseding their authority. We got legal involved as they wanted to speak to our legal to discuss the issue.

Commissioner Mayberry asked about how new rookies are being trained due to no Wednesday training. The Chief explained that the Rookies are still doing Saturday training following the social distancing rules. Also, all of the Fire Department is now set-up on

web-based training in lieu of face to face training. Motion to accept Chief's report made by Commissioner Berumen and seconded by Commissioner Anaya. Motion Carries.

10. 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 123 Construction & Operational Permits.
 - Paid Construction Permits = from 30 to 40
 - Paid Operational Permits = from 66 to 83

• **Annual Fire Safety Inspections**

- 0 = FMO Annual Fire Safety Business Inspection Results, for March / April due to CoVID-19
- 2 = "Virtual" Foster Care Home Safety Inspection conducted successfully by FM Guillen via FaceTime
- DFM Franco and I issued a Stop Work Order (SWO) at Horizon Blvd. (unknown address) to a new building due to constructing without the required plan review submittal & required permit for a New Construction.

• **New Building Construction**

- FMO is inspecting ONLY essential on-going construction sites through proper requests.
- FMO is continuously working with on-going projects: ##% = Completed
 - FESR Hospital – 90%
 - EPCESD #1 FS #2 = 80%
 - Chapel Hill Apts. = 70%
 - IDEA School = 30%
 - Harmony School = 30%
 - Eastlake Market Ctr. – 20%
 - Future Taco Business = 0%
 - New Ballroom = 0%
 - New McDonalds = 0%
 - Tenant Improvements, Residential Communities, Fire Protection Systems
- 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 hired (2) new employees and they both started on Monday April 6th. They are currently being trained by existing FMO personnel and supervised by FM Guillen.

• **Training**

- All FMO training has been cancelled and postponed 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 TX Railroad Commission... Our District Attorney, Chief Menendez, FM Guillen and AFM Ornelas are currently working on the issue.
- No commercial fires reported to the FMO by HFD.

Commissioner Mayberry asked clarifying questions about the report which were answered by Chief Menendez and Fire Marshal Guillen via virtual meeting. Motion to approve report made by Commissioner Berumen and seconded by Commissioner Anaya. Motion carries.

11. **Review and Adopt the Investment Policy:** The Investment Policy was reviewed by Fiscal Administrator Ames. The changes to the policy were title changes of the appointed investment officer. Motion to Readopt the Investment Policy with recommended changes made by Commissioner Berumen and seconded by Commissioner Anaya. Motion carries.
12. **Discussion and take action on Surplus Office Equipment:** Chief Menendez recommended the surplus of 7 items which includes printers and copiers that are no longer used and incompatible with our systems. It was also recommended to donate them to businesses in our district. Commissioner Rankins asked about our surplus policy which was read by Mrs. Ames. Motion to donate surplus items on the list was made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carries.
13. **Discussion and take action on SOP 200.009 – Commissioner Reimbursement:** Commissioner Berumen read the policy in the SOP manual and stated that it does not match what we are currently reimbursing (\$30.00 per meeting). Commissioner Berumen stated that 775 states \$150.00 per meeting for a maximum of \$7,200.00 per year. He would like the 775 amounts to be considered in the preliminary budget. Motion made to table the item by Commissioner Anaya and seconded by Commissioner Rankins. Motion carries.
14. **Discussion and take action on adding a PSA section to the website:** Chief Menendez presented the quote from Spectrum Technologies to add a PSA section to our Website. It was explained that this will be on the home page and when the button is clicked it would send the user to the Fire Department page or ESD page depending on the PSA. Motion to approve the addition of the PSA function on the website for \$2750.00 made by Commissioner Anaya and seconded by Commissioner Berumen.
15. **Discussion and take action on Employee Insurances:** Chief Menendez spoke about the employee insurance quote and the recommended plan. It will be a cost savings to the district with the hope that the cost savings be budgeted for an additional employer contribution to the ESD pension. Mrs. Ames stated that another quote had been obtained but this was the most reasonable cost and with our current insurance carrier. Motion to select Option #2 made by Commissioner Berumen and seconded by Commissioner Rankins. Motion carries.
16. **Discussion and take action on Inventory Control Program:** The Chief presented a Quote for an Asset Management Program in the amount of \$22,415.00. This program includes a barcode system, infrared scanners and the company to come out and enter the assets to start and for training. This will be able to keep track of consumable medical Equipment, drugs and asset equipment. Commissioner Anaya spoke about the usefulness of an asset tracking systems. Commissioner Rankins also asked about our Asset Policies which were briefly discussed. She also stated that an electronic system is the best way to track your assets. The program will be purchased from Capital with the remaining funds from the Fire Department Operating Budget. Motion to approve the purchase of the Asset management program in the amount of \$22,415.00 was made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carries.

17. **Discussion and take action on Medical Equipment:** Chief Menendez presented the quote for a new Life Pack 15 for Station #2 in the amount of \$40,591.78 and explained the purpose and use for the device. \$35,000.00 will be paid from the Capital budget and the remaining funds from the Fire Department operating budget. Stryker is a sole source vendor. Motion to purchase the item in the amount of \$40,591.78 was made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carries.
18. **Discussion and take action on Fire Marshal Equipment:** Chief Menendez explained that the Peace officers in the Fire Marshal's office were using their personal bullet proof vests for the ESD. The Chief presented a quote in the amount of \$5,525.00 for the cost of 3 vests to be purchased out of the Capital budget. If the vest is lost or damaged, then the employee would be responsible for the cost of repair or replacement. The vest will be worn whenever on duty. Motion made by Commissioner Berumen to purchase 3 vests in the amount of \$5,525.00. Motion seconded by Commissioner Rankins. Motion carries.
19. **Discussion and take action of Fire Equipment:** Chief Menendez presented a quote in the amount of \$2,862.50 for loose equipment for Br-402 and R-405. The equipment is to get the vehicles up to par with other vehicles in the fleet. Motion to approve the purchase in the amount of \$2,862.50 was made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carries.

Executive Session: No Executive Session.

20. **For the Good of the District:** Chief Menendez read a statement from Judge Saminego that now requires masks whenever in public. All staff will have to wear masks when in public, we will only have 1 on duty firefighter go to the grocery store to buy food for the shift. Mrs. Ames spoke about receiving CAD's preliminary figures for FY 21'. We will be presenting the Preliminary budget at May's meeting for Board approval. Commissioner Mayberry complimented Mrs. Ames on the professional look of the Agenda's.
21. **Next meeting:** The next meeting will be on Thursday, May 28, 2020 at 6:30 P.M.
22. **Adjourn:** Motion to adjourn made by Commissioner Berumen. Meeting was adjourned at 8:26 P.M.

Submitted by: Katherine Ames, Fiscal Administrator

Reviewed by: Kristian Menendez, Fire Chief