

Minutes of the May 28, 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, Commissioner Anaya and Commissioner Rankins.
3. **Pledge of Allegiance:** The Pledge was recited.
4. **Presentations:** None
5. **Review and approve minutes of April 2020 meeting:** Motion to approve minutes with correction made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carries.
6. **Review and approve communications report on monthly calls as reported by Horizon City dispatch:** Report was given by Elva Ramos from Communications:
 - Call numbers reported consist of the following: Alarm – 13, Assistance – 9, Brush Fire – 23, Car Fire – 1, Leaks – 15, Medical – 197, MVA – 15, Structure Fire – 4, Inspections – 5.
 - **13343 Candace**
 - Dispatch received a call at 21:14 in reference to cooking oil burning causing a fire inside the kitchen.
 - The Horizon, Clint and Socorro Fire Departments responded.
 - P403 was the first unit enroute at 21:15 and arrived on scene at 21:21.
 - At 21:22 P403 requested for all responding units to cancel. P403 and P401 remained on scene to handle the call.
 - P403 and P401 cleared at 22:02. Texas Gas Service remained on scene to perform a pressure test.
 - **509 Covington Ridge Way**
 - Dispatch received a call, in reference to an odor of something burning. The caller did not know the location of where the burnt smell was coming from no visual on smoke or flames.
 - The Horizon, Clint and Socorro Fire Departments responded.
 - T401 was the first enroute at 20:51.
 - Q401 was the first on scene at 20:58 taking offensive strategy taking accountability on Alpha side.

- At 21:00 Q401 requested for additional responding units to stand down.
- At 21:05 Q401 reported no signs of smell of smoke inside the residence.
- Units cleared the scene at 21:17.
- **14707 Weston**
 - Dispatch received a call at 13:10 in reference to an odor of something burning inside the residence. The reporting party also stated the alarm of the residence was going off and the neighbor was not home.
 - The Horizon and Socorro Fire Departments responded.
 - P403 was the first unit enroute at 13:12.
 - P403 advised at 13:18 contact was made with the homeowner who stated food was burning on the stove. All other responding units were cancelled.
 - Units cleared at 13:26.
- **14361 Desierto Bello**
 - Dispatch received a call at 11:05 in reference to an oven on fire. The homeowner advised the fire was spreading and had visual on flames.
 - The Horizon, Clint and Socorro Fire Departments responded.
 - P403 and P201 were enroute at 11:07.
 - P403 was the first one on scene at 11:13 and took offensive strategy on the Alpha side.
 - The fire was contained at 11:13. A plastic bowl was burning inside the oven.
 - The additional responding units were cancelled.
 - Fire out at 11:20.
 - Units cleared at 11:46.

Motion to accept report as given made by Commissioner Berumen 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:** Report was given by Assist. Chief Ames:
- **Calls for the month of April:** 280
 - **Calls for the year 2020:** 1380
 - **Stipend:** \$ 30,939.58 for month of April. (2 pay periods)
 - **Hours:** 2,661.75
 - **Training:** Online training being held, Wednesday trainings still on hold. Looking at some time in June starting training again.
 - **CoVID 19:** One member notified us that he was experiencing CoVID 19 symptoms. He was sent to get tested and came back negative.
 - **Fleet:** Fixing minor items on multiple units, from air leaks to air horns to leaks from the pump panel. Insurance claim for Heavy Rescue 405 still pending (light tower).
 - **Personnel:** Conducted interviews and picked up 9. Interviews resume on Friday total of 15 applicants to be interviewed.
 - **Fire Response:** Multiple fires to report, Pallet fire in district that was a county all call. Cause was undetermined. Business was referred to FMO office as they were not registered (25 units, 45 FF's). Responded to house fire on Agua Clara, single wide

trailer. Cause was electrical, no injuries. Fire was reported to FMO for illegal connection, taking power from neighbor. House fire in Socorro, started in the bathroom. Cause was being investigated by ESD #2 FM. House fire in Socorro, dryer was on fire. Cause unknown, ESD #2 investigating

- **Building Construction:** Completion date for Station#2 is June 8. We will still need final walk through with punch list. Goal is to open St #2 by July 1, with an open house dependent on CoVID precautions. May have to delay opening to the public for a later date.
- **Misc.:** Open Records policy was reviewed by legal and they approved with one change. Daniel who is our open records officer for the fire department attended and received a certificate for an online open records class. FMO office received plans for large project, another large project may be coming but we have not received plans yet. Responded to head on collision on Rojas, one person with serious injuries. Interviewed for A.A. position that was vacated. She will start in June. Strategic planning meetings held, Budget meeting held, and Sales tax meetings held.

Commissioner asked questions about Socorro Fire and responses to incidents. 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 given by Fire Marshal Guillen)

- **Construction and Operational Permits**
 - Total for the 2020 calendar year we have an estimated 154 Construction & Operational Permits.
 - Paid Construction Permits = from 40 to 56
 - Paid Operational Permits = from 83 to 98
- **Annual Fire Safety Inspections**
 - FMO resumed our annual fire safety inspections, as of May 1st.
 - 21 = FMO Annual Fire Safety Business Inspection Results, for April*/May (*CoVID-19)
 - DFM Franco and AFM Ornelas issued a Stop Work Order (SWO) at 13733 Bachimba (Fuego de Dios- a church) due to constructing without the required plan review submittal & required permit for a new construction.
- **New Building Construction**
 - FMO continues to inspect essential on-going construction sites through proper requests.
 - FMO is continuously working with on-going projects: ??% = Completed
 - FESR Hospital – Done
 - EPCESD #1 FS #2 = 85%
 - Chapel Hill Apts. = 75%
 - IDEA School = 40%
 - Harmony School = 40%
 - Eastlake Market Ctr. – 25%
 - Future Taco Business = 0%

- New Ballroom = 0%
 - New McDonalds = 0%
 - Tenant Improvements, Residential Communities, Fire Protection Systems
- ESD #1 FMO continues working with Planning & Development Department for the County of El Paso Public Works (*previously known as: Roads & Bridges*); TOHC representatives; and other AHJ's to discuss and clarify any issues within our jurisdiction regarding new construction within the County of EP.
- **Personnel**
 - The (2) new FMO employees continue being trained by existing FMO personnel and supervised by FM Guillen.
 - FMO-PO will be getting fitted for their body armor on June 4th
- **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). 90% completed.
 - FMO has worked with Katherine & Chief M with the finalization of our FY21 Budget.
 - After receiving approval from Ch. Menendez, EPC ESD #1 – FMO will be extending all expiration dates for those businesses affected by CoVID-19 by the number of months their business was closed...
 - A 3-month closure. If expired say 07/01/2020; then their new date will be 10/01/2020.
 - (1) Complaints received to the FMO through the community or HFD.
 - Improper electrical wiring within a residential home (trailer home fire).
 - 556 Agua del Rio
 - Several “contact us” e-mails received; but normally these concerns or issues are out of our jurisdiction.
 - (1) Commercial fire reported to the FMO by HFD. A recent pallet fire on High Campus.

Motion to approve report made by Commissioner Berumen and seconded by Commissioner Anaya. Motion carries.

9. **Discussion and take action on changing the proposed Sales Tax election date:**
 Commissioner Anaya stated that the Sales Tax Election committee held their first meeting earlier this month and that the committee discussed the challenges of a November election. The main issue is trying to get our message out and that all May election items will now be on the November ballot due to the Pandemic. The Tax election committee's recommendation is to move our election to May 2021 to allow for adequate time to put out our message. Motion to move our potential Sales Tax Election to May 2021 made by Commissioner Rankins and seconded by Commissioner Berumen. Motion carries.
10. **Discussion and take action on professional fees and contracts for sales tax election:**
 Simon VanDyke with Touchstone District Services Consulting Services gave a presentation on what services his company can provide and a brief description of the phases of the contract. There is a 30 day termination with notice in the contract if for some reason we are not happy with the services rendered. Also discussed was how the fee per month works. At the end of each phase a report will be given on what was completed and

what will occur in the next phase. The contract presented still needs to be reviewed by the ESD's legal. Motion to approve contract pending final approval from ESD legal made by Commissioner Berumen and seconded by Commissioner Anaya. Motion carries.

11. **Discussion and take action on legal Fees and contracts for sales tax election:** Chief Menendez presented information provided by both legal teams that are being considered to assist with the Sales Tax election. Both legal teams spoke about their firms and their experience with Sales Tax elections. Mr. Peeler spoke about the ability to negotiate their legal fees as they need additional information from the ESD to create a comprehensive fee schedule and plan. The representative from Kemp Smith recommended that we set up meetings with each law firm to speak individually about their company and what they can provide to the ESD in regards to the sales Tax Election. Motion to table the item and have the Sales Tax Committee meet with the firms and then bring back information to the Board at a future meeting made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carries.
12. **Discussion and take action on additions to website:** The proposal to add dynamic maps to our website was discussed. The purpose of the maps to allow business to search their address and determine if they are in our jurisdiction for the Fire Marshal's office as well as providing voter precinct information and residents to search their address and determine if they are in our district. Motion to approve the addition to our website in the amount of \$6,900.00 made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carries.
13. **Discussion and take action on Preliminary Budget FY 21':** Katherine Ames, Fiscal Administrator reviewed the highlights and statistics of the Preliminary budget with the Board. Motion to accept the preliminary budget made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carries.
14. **Discussion and take action on SOP 200.009:** Commissioner Berumen recommended that we continue to follow policy as written. Motion to table item made by Commissioner Berumen and seconded by Commissioner Anaya. Motion carries.
15. **Discussion and take action on Privacy Policy:** Chief Menendez spoke about the purpose of the privacy policy written by Assist. Chief Ames. The policy being presented has been reviewed and approved by ESD legal. Commissioner Berumen stated that he is happy that we finally have a policy and thanks to those who worked on it. Motion to accept the policy made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carries.
16. **Discussion and take action on moving Fire Department Administrative Assistant from a Horizon Fire Department employee to an ESD #1 employee:** Chief Menendez is asking for the Administrative Assistant assigned to the Fire Department be moved to the ESD side so that we may provide the additional benefit of the retirement system to this employee. There will be no additional cost to the ESD this year and the amount change to the pension for next year will be reflected in the FY 21' budget. This change will be an amendment to the HFD contract for FY' 20 which has been approved by the HFD board pending approval by the ESD board. Motion made to amend the HFD contract and make the Administrative Assistant an employee of the ESD made by Commissioner Berumen and seconded by Commissioner Anaya.
17. **Discussion and take action FY 20-21' HCPD Dispatch Amendment:** Chief Menendez presented the amendment document that would increase the cost by \$4,274.23 for the FY

21' which is a 2% increase for employee salaries. We will continue to pay for 2.5 dispatchers. Motion to approve the amendment as presented made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carries.

18. **Discussion and take action on Vehicle graphics:** Motion to delete made by Commissioner Berumen and seconded by Commissioner Anaya. Motion carries.
19. **Discussion and take action on purchase of SCBA's:** Chief Menendez presented the quote and product information on the replacement of the SCBA's and the reasoning behind the request. Estimated Finance rates, terms and payments were also reviewed. This item will need to be approved by Commissioners Court. Motion to move forward with seeking approval by Commissioners Court for the SCBA replacement equipment made by Commissioner Berumen and seconded by Commissioner Anaya. Motion carries.
20. **Discussion and take action on upgrade Station #1 lighting to LED:** A proposal to replace all the lights in the Administrative office with LED's for the cost of \$2,250.00 from account 7700.01. Commissioner Berumen asked if we were considering putting motion sensors in the offices to also conserve electricity. Chief Menendez said that can be considered in the future. Motion to approve the quote made by Commissioner Berumen and seconded by Commissioner Rankins. Motion carries.
21. **Discussion and take action on Fire Department Equipment:** Chief Menendez presented quotes from vendors for Fire Equipment:
 - A. RTC – Replace batteries, lapel mics, radio cases and Boston straps in the amount of \$4,487.50 from account 9000.02. Motion to approve made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carries.
 - B. AHS – We recently ran a call where there was roof rescue and it was found that we need additionally equipment to outfit a secondary truck for these types of calls in the amount of \$4,526.57 from account 9450.02. Motion to approve made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carries.
 - C. MES – This quote was for maintenance services to the new Cascade system, because the system is under warranty we cannot work on the unit and it must be done by a SCOTT certified Technician, The annual maintenance contract amount is \$2,872.52 from account 7850.02. Commissioner Berumen stated that we could cut down the cost by hiring a maintenance person for these types of items in the future. Motion to approve made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carries.

Executive Session: No Executive Session.

22. **For the Good of the District:** Chief Menendez stated that there would be a GO coming out June 1st for updates to COVID Policies. There will be a Strategic Planning meeting on June 3, 2020 at 4:00 pm.
23. **Next meeting:** The next meeting will be on June 25, 2020 at 6:30 P.M.
24. **Adjourn:** Motion to adjourn made by Commissioner Anaya. Meeting was adjourned at 8:55 P.M.

Submitted by: Katherine Ames, Budget & Finance Specialist

Reviewed by: Cheri Bridges, Administrative Assistant