

Minutes of the June 25, 2020 Commissioners Meeting

1. **Call to order:** Meeting called to order at 6:33pm
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 May 2020 meetings:** Motion to approve minutes of the 05/06/20, 05/20/20, 05/28/20 and 06/03/20 meetings by Commissioner Anaya and seconded by Commissioner Rankins. 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 – 16, Assistance – 16, Brush Fire – 24, Car Fire – 5, Leaks – 9, Medical – 215, MVA – 27, Structure Fire – 6, Inspections – 59.
 - **15391 High Campus**
 - 2:26 dispatch received a call in reference to flames and smoke possibly coming from a commercial building.
 - P403 was first one enroute at 2:33 and immediately requested an Everbridge page be sent out for additional manpower.
 - Clint, Fabens, Socorro, Montana Vista, West Valley, and Tribal responded
 - P403 was the first to arrive on scene at 2:40. The unit advised of a fully engulfed commercial building with heavy fire and smoke and initiated defensive strategy operation.
 - Water on fire 3:13
 - Fire under control 6:01
 - Fire out 8:27
 - The call was cleared at 8:50
 - **342 Citadel**
 - Multiple calls were received in reference to a house on fire at 18:41
 - Clint, Horizon, and Socorro responded
 - First apparatus enroute 18:42

- RT405 was the first one on scene at 18:51 and advised had visual of smoke on the Charlie side
- Water on fire 18:53
- RT405 requested for all units responding to stand down due to the call being in reference to an illegal burn the fire was contained
- The call was cleared at 19:15
- **205 Tierra Linda**
 - Dispatch receive a call in reference to smoke coming out of the laundry room wall at 19:07
 - Horizon, West Valley, Socorro, and Clint responded
 - First unit enroute 19:09
 - CH401 arrived on scene at 19:13
 - Fire under control 19:22
 - The call was cleared at 20:06
- **13340 Horizon**
 - Dispatch received a call in reference to a female burning clothes inside the bathroom 20:42
 - Horizon and Socorro responded
 - First unit was enroute at 20:44
 - P403 arrived on scene at 20:48
 - Call was cleared at 20:57
- **556 Agua del Rio**
 - Dispatch receive a call in reference to a fully engulfed mobile home and truck on fire at 23:27
 - Horizon, Montana Vista, and Socorro responded
 - P403 was the first unit enroute at 23:30 and first unit on scene at 23:40
 - Fire under control 23:56
 - Call was cleared at 01:45
- **648 Agua Clara**
 - Dispatch received a call in reference to a fire in the home 13:07
 - The homeowner advised the fire was out at 13:08
 - Horizon and Socorro responded
 - First unit was enroute at 13:09
 - CH401 was the first one on scene at 13:16
 - Call was cleared at 13:31

Search and Rescue

- **Las Colonias/Ascencion**
 - Dispatch received a call from a female advising she was lost in the desert and needed a jump start for her vehicle at 14:32. She also stated she did not have any more charge left in her cellphone.
 - Dispatch was no longer able to contact the female due to her phone dying.
 - RT402 responded at 14:36

- CH401/CH402/CH702 RT703/ RT705/RT706/ /RT504/ RT510/CH801/Unit 408 and 712
- Native Air was requested to assist with searching for the female
- Unit 408 found the female walking at 2400 S Ascencion at 17:29
- The vehicle was left in the desert
- Call was cleared at 18:20

Commissioner asked questions about call on Tierra Linda. Motion to accept Communications report 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:

- **Calls for the month of May:** 312
- **Calls for the year 2020:** 1693
- **Stipend:** \$48,059.96 for month of May. (3 pay periods)
- **Hours:** 4,115
- **Training:** Cyber security completed by all personnel. New rookies have been training with their FTO on the weekends. Potential to start training back up on July 1, 2020.
- **Fleet:** Brush 401 taken to the shop for Brakes. Squad 404 had a radiator leak and it to, was taken to the shop.
- **CoVid 19:** We have entered phase 1 and are encountering a rise in exposures. These exposures are occurring from their primary job. A large percentage of the members are being monitored for symptoms. On the 26th an assessment will be done to determine if we go to phase 2 or if we go back to stricter policy.
- **Personnel:** 14 recruits started and since there start, we have lost 4.
- **Fire Response:** We have noticed an increase in fires from Structure to Brush fires. Fire in Socorro, fire was in the walls.
- **Building Construction:** Completion date for ST #2 is the 29th of June. Gas meter is to be installed by Thursday.
- **Misc.:** 4th of July will be on a Saturday, we will be staffing all trucks and providing dinner for members. Everyone is invited, including family members. Family will be able to drive by and pick up food but not enter the structure. Will be starting to have monthly meetings with HPD and Elite. The intent is to discuss any issues, and none were presented in this meeting. FMO office changing duty apparel until further notice. Incident that involved two separate searched for two missing people. Both parties were located. Water Recovery in San Eli, body was recovered.

Commissioner Berumen spoke about budget concerns for SAR team and how it is used in our district but with these two calls he sees the need and thanked the chiefs for their foresight in having a team. Commissioner Mayberry asked about Native Air and not being in our station anymore. Chief also spoke about the use of the Drone on the SAR call and it was helpful. Commissioner Berumen asked how many pilots we have to fly them and the Chief stated at this time we have one. Motion to accept Chiefs report made by Commissioner Rankins 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 191 Construction & Operational Permits.
 - Paid Construction Permits = from 56 to 75
 - Paid Operational Permits = from 98 to 116
- Total Firework Stand (FWS) Operational Permits.
 - Estimated / Projected FWS = 17 operational permits within EPC ESD #1

- **Annual Fire Safety Inspections**

- 51 = FMO Annual Fire Safety Business Inspection Results for May 28th thru June 24th
- FM Guillen issued a Stop Work Order (SWOx2) at 2 different addresses due to constructing without the required plan review submittal & required permit for a new construction. Currently under investigation.
 - 13470 Pellicano Drive – Storage Building Lot
 - Lot #79 Section #3 at Windermere – MVT Rentals

- **New Building Construction**

- FMO continues to inspect essential on-going construction sites through proper requests.
- FMO is continuously working with on-going projects:###% = Completed
 - Holy Spirit – Done
 - EPCESD #1 FS #2 = 95%
 - Chapel Hill Apts. = 85%
 - IDEA School = 60%
 - Harmony School = 60%
 - Eastlake Market Ctr. – 30%
 - ELP-1 = 0%
 - New Ballroom = 0%
 - New McDonalds = 0%
 - Cracker Barrel = 0%
 - Whataburger = 0%
 - DD Discount = 10%
 - Tenant Improvements, Residential Communities, Fire Protection Systems
- ESD #1 FMO continues working on ELP-1 (aka large distribution warehouse) which has been consuming man-hours with the plan review process...
- Annual fire safety inspections have been deferred due to the ELP-1 plan review process and the 4th of July FWS application review and FWS inspections...
- ESD #1 FMO continues working with Planning & Development Department for the County of El Paso (*previously known as: Roads & Bridges*); TOHC representatives; and other AHJ's to discuss and clarify any issues within our jurisdiction regarding new construction within ESD #1. Our teamwork reflects our actions.

- **Personnel**

- The (2) new FMO employees continue being trained by existing FMO personnel and supervised by FM Guillen. Their 90-day probationary period end 07/04/2020.
- **Training**
 - All FMO training has been cancelled and postponed due to CoVID-19.
 - FMO will be assisting HFD with FACP Training for all FF's and new probationary FF's
- **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). **100% completed.**
 - Several "contact us" e-mails received; but normally these concerns or issues are out of our jurisdiction.

Commissioner Berumen asked about office space constraints. The deputies are currently using half of the dispatch office for staff and Fire Marshal Guillen and Asst. Fire Marshal Ornelas are using the FM office. Commissioner Berumen would like to see improvement in office space in the near future. They are utilizing masks and disinfecting their workspace for safety. Chief Menendez spoke about the need to start the discussion about an admin building next year because as it is anticipated that it will take a few years to work through the process of getting a new building. Commissioner Rankins stated that in future meetings she would like to see comparisons from previous year of statistics to put the numbers in context. Motion to approve report made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carries.

9. **Discussion and take action on starting a 457 plan for employees:** Representative from NBS spoke about the 457 plan for all of our employees. The employee would be able to put in up to \$19,000.00 per year and we can have a company representative come and speak to the employees about the plan. It would cost the ESD \$150.00 a year for the employees to participate annually. Eric Sams will work with vendors to find one that will cover monthly employee fee for the plan. Motion to approve starting a 457 plan for employees made by Commissioner Berumen and seconded by Commissioner Anaya. Motion carries
10. **Discussion and take action on SOP 200.009 – Commissioner Reimbursement:** Commissioner Mayberry presented the revised SOP for Commissioner Reimbursement as it is stated in 775. This revised policy would take affect 10/1/20. It would increase the Commissioner Reimbursement up to \$150.00 per day for work that falls into the scope defined in the policy. Ms. Ames stated that as per the policy the board would still need to pass a resolution stating the amount they would approve for the reimbursement. Motion to approve policy change affective 10/01/20 by Commissioner Berumen and seconded by Commissioner Rankins. Motion carries.
11. **Discussion and take action on a resolution to appoint ESD Investment Officers:** Currently in our investment policy it states that the Board Treasurer is the investment officer and may appoint the Fiscal Administrator to investment monies on behalf of the ESD. This resolution is to make that appointment. Motion to adopt the Resolution 06252020 made by Commissioner Berumen and seconded by Commissioner Anaya. Motion carries.
12. **Discussion and take action on appointing a Records Retention Officer:** Chief Menendez made the recommendation to make Fiscal Administrator Katherine Ames the records retention officer for the ESD. The proposed change to the SOP was also discussed.

Motion to make the Fiscal Administrator the records retention officer and amend the SOP was made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carries.

13. **Discussion and take action on terminating services with a vendor:** Chief Menendez explained to the committee that we had hired this company to paint the fire lanes at Station #2 because it was communicated to us that it was not in the contract for Medlock to do so. When the company we hired arrived to complete the job they found the job had already been done due to a miscommunication between us and the architect. This company charged us for half of the cost of the project due to no cancellation and because they had to move other jobs in order to accommodate our project. It is recommended that we no longer do business with this company and send them a cancellation letter. Commissioner Rankins inquired as to why it listed our HR consultant as the contact person on the letter and Commissioner Mayberry explained that they have experience in this area and that is why they are listed on the letter. Motion to discontinue business with El Paso Striping and send them the cancellation letter made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carries.
14. **Discussion and take action on Budget Funds Reallocations:** Fiscal Administrator discussed the proposed budget reallocations for the Fire Marshal account and the ESD/HFD Operating budget. The reallocations would be \$500.00 for the FM budget and \$18,500.00 for the Operating budget. Motion made to reallocate funds by Commissioner Rankins and seconded by Commissioner Anaya. Motion carries.
15. **Discussion and take action on approval of the Budget Calendar:** The Fiscal Administrator reviewed the budget calendar and added that the calendar is subject to change depending on publishing dates and final tax rates. Motion to accept budget calendar made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carries.
16. **Discussion on progress of Station #2 construction:** Commissioner Mayberry wanted to update the board members on the progress of Station #2. They had received two extensions from the original completion date and are still approximately 75 days over that completion date. We had done a punch list walk thru with many issues noted but they have all still not been corrected. Commissioner Mayberry would like to hold a portion of the final payment until we have finalized the penalty days and everything has been completed to satisfaction. This item was for information only and no action will be taken.
17. **Discussion and take action on the purchase of a forklift:** Commissioner Mayberry and Chief Menendez found a used forklift for \$6,000.00. It is in good condition with only a few minor items needing repaired/replaced. The cost is very reasonable, and they are seeking board approval for the purchase. Commissioner Berumen asked how we would be certifying operators and the Chief stated we would have a train the trainer class and then certify some members of the department. Motion to approve the purchase made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carries.
18. **Discussion and take action on Fire Department Equipment:** Chief Menendez presented a quote to purchase filters for use when handling COVID patients. These filters would help us prepare for the worsening of the pandemic. Commissioner Rankins brought up the possibilities of grants for items like these and the Chief will look into it. Motion to approve

the purchase at \$3,612.00 from account 9450.02 made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carries.

19. **Discussion and take action on landscaping contract:** Chief Menendez presented two landscaping maintenance contracts for Station #1 and #2. The yearly cost for both contracts would be \$4,068.00. Motion made to accept both contracts made by Commissioner Rankis and seconded by Commissioner Anaya. Motion carries.

Executive Session: No Executive Session.

20. **For the Good of the District:** The Chief spoke about 4th of July and that dinner would be served at 5:30. Families are welcome to drive by between 5:30 and 7:00 and receive food to take home as they will not be allowed in the building. The Fire Department will be conducting a CPR class for their new members on Saturday – seats are limited. If anyone is interested in being certified please let him know so he may put them in a future scheduled class. There will be a Special Commissioners meeting Monday at 6:30 to discuss the SCBA loan.
21. **Next meeting:** The next meeting will be on July 23, 2020 at 6:30 P.M.
22. **Adjourn:** Motion to adjourn made by Commissioner Anaya. Meeting was adjourned at 8:18 P.M.

Submitted by: Katherine Ames, Budget & Finance Specialist

Reviewed by: Cheri Bridges, Administrative Assistant