

Minutes of the July 23, 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 Rankins and Commissioner Berumen. Commissioner Anaya by virtual meeting.
3. **Pledge of Allegiance:** The Pledge was recited.
4. **Presentations:** None
5. **Review and approve minutes of June 2020 meetings:** Motion to approve minutes of the 06-25-20 and 06-29-20 meetings by Commissioner Berumen 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 – 19, Assistance – 13, Brush Fire – 25, Car Fire – 3, Leaks – 28, Medical – 189, MVA – 32, Structure Fire – 5, Inspections – 58.
 - **14383 Desert Sage**
 - Dispatch received a call-in reference to a dryer on fire at 00:39. The reporting party's husband extinguished the fire with a water hose at 00:42. The dryer was still smoking after the fire had been extinguished.
 - Horizon and Socorro responded
 - CH401 was the first to respond
 - RT401 was the first on scene
 - Additional units responding were requested to stand down
 - The call was cleared at 00:59
 - **861 Wake Forest**
 - Dispatch received a call-in reference to an extension cord on fire inside the bedroom at 14:10. The reporting party was able to extinguish the fire immediately.
 - Horizon and Socorro Fire responded
 - SQ404 was the first enroute at 14:12
 - RT401 was the first to arrive on scene at 14:17

- The call was cleared at 14:29
- **708 Benfield**
 - Dispatch received a call-in reference to the back of the mobile home on fire at 14:18.
 - Clint, Horizon, and Socorro responded
 - RT401 was the first unit enroute at 14:19
 - P403 was the first on scene at 14:22
 - P403 requested for additional responding apparatuses to stand down at 14:27
 - Fire under control 14:31
 - Call was cleared at 14:51
- **256 Clemson (June 29/11:51)**
 - Dispatch received a call-in reference to a fully engulfed mobile home at 11:51
 - Clint, Horizon, and Socorro responded
 - The first apparatus was enroute at 11:53
 - P403 was the first on scene at 12:03
 - Water on fire 12:05
 - Fire Marshal was requested
 - Fire knocked down 12:26
 - Fire out at 12:47
 - Units cleared at 14:01
- **256 Clemson (June 29/16:03)**
 - Dispatch received several calls in reference to a rekindled mobile home fire at 16:03. The reporting party advised of a small fire near the wall and into the roof.
 - Clint, Horizon, and Socorro responded
 - The first apparatus enroute 16:06
 - Fire out at 16:21
 - Call was cleared at 16:48

Search and Rescue

- **Chicken Ranch/Herring**
 - El Paso Sheriff's Office dispatch received a call in reference to a body found in the canal at 8:51
 - An EPSO deputy requested the fire department for possible extraction at 9:13
 - San Elizario Fire responded at 9:15
 - Rescue water team was requested to be activated at 9:31
 - SQ404 with one diver on board/CH402 one water member rescue on board/RT402
 - SQ404 and RT402 on scene at 9:53
 - All additional units responding were cancelled by CH601 body was recovered at 9:58
 - EPSO remained on scene

No questions by the Board of Commissioners. Motion to accept Communications report made by Commissioner Berumen and seconded by Commissioner Rankins. 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 Chief Menendez)

- **Calls for the month of December:** 324
- **Calls for the year 2020:** 1907
- **Stipend:** \$30,697.11 for month of June. (2 pay periods)
- **Hours:** 2640
- **Training:** All Training still on hold. No out of town training to be allowed until January 2021.
- **Fleet:** Units are running well with no major issues.
- **Personnel:** Conducted interviews and picked up 6 of 7 people. They will be starting in the next week or two.
- **Fire Response:** Responded to a house fire in Sparks, started by homeowner burning weeds. 18-wheeler fire with no exposures, fire cause electrical. Responded to 2 house fire on the fourth, nothing to significant. 4th of July went very well, 16 calls total to include medicals.
- **Building Construction:** Station # 2 has finally been completed. Have minor issues that are being addressed. Crews are moving in and will be operational by August 1. Virtual open house to come very soon, date has not been set but will be August.
- **CoVid 19:** Picked up a cache of equipment to include surgical masks, N95 masks, gloves, gowns and hand sanitizer. Had one work related CoVid 19 exposure in the FMO office. He is off being quarantined. Now have 2 personnel off on Covid. Looked into the Cares ACT and found very little money had been allocated to the ESD's. H.R. Bill 7073 is being proposed to legislature to add the ESD's in the next round of funding.
- **Misc.:** SAR call out for missing person; person had been missing since July 4th. This was an assistance call for S.O. on a possible murder. Annex of land near the SAC will be taking place per request of SISD. I asked as to why and SISD stated to keep everything the same in regard to jurisdictions and requirements. Met with Judge Samaniego and discussed being more involved with the county. This would include any variances on road or buildings. Have been invited to the Friday meetings with surrounding mayors.

Motion to accept Chiefs report made by Commissioner Rankins and seconded by Commissioner Berumen. 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 246 Construction & Operational Permits.
 - Paid Construction Permits = from 75 (June) plus 20 (July) = 95 Total for 2020
 - Paid Operational Permits = from 116 (June) plus 35 (July) = 151 Total for 2020
- Total Firework Stand (FWS) Operational Permits.
 - Total FWS = 13 operational permits within EPC ESD #1

	LAST MONTH	THIS MONTH	TOTAL for 2020	TOTAL for 2019
Construction	75	20	95	77
Operational	116	35	151	185
Total	191	55	246	192

- **Annual Fire Safety Inspections**

- 8 = FMO Annual Fire Safety Business Inspection Results for June 24th thru July 23rd
 - Low #'s due to ELP-1 Plan Review (2-weeks); Extreme Heat Advisory; and CoVID-19
- No issuance of any Stop Work Orders (SWO) during the month of July.
- Due to extreme heat advisory, inspections were only performed within the AM.
- Personnel worked within the office during the PM.

- **New Building Construction**

- FMO is continuously working with on-going projects:###% = Completed; UR=Under Review
 - EPCESD #1 FS #2 = 95%
 - Chapel Hill Apts. = 90%
 - IDEA School = 95%
 - Harmony School = 70%
 - Eastlake Market Ctr. – 50%
 - ELP-1 = Under 2nd Review
 - New Ballroom = UR
 - New McDonalds = Pending
 - Cracker Barrel = Deferred
 - Whataburger = UR
 - DD Discount = 30%
 - New Whse=UR
 - Starbucks = E-mail Comms
 - 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 for 2nd review...
- EPC ESD #1 made (2) new Health Department Supervisors contacts due to a recent retirement.

- ESD #1 FMO continues working with Planning & Development Department for the County of El Paso (*previously known as: Roads & Bridges*); TOHC representatives; TCEQ; TXRRC; 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) FMO employees continue being excused from work due to special circumstances...
 - DFM Moreno and DFM Roddam
- **Training**
 - All FMO training has still 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
 - Date is still pending. To be coordinated with a HFD supervisor.
- **Miscellaneous Activities & Information**
 - Continue receiving "contact us" e-mails via our website.
 - No firework issues or recent fire reported to FMO for follow-up by HFD

No questions were asked by the Board. Motion to approve the report as presented made by Commissioner Rankins and seconded by Commissioner Berumen. Motion carries.

9. **Discussion and take action on the 2nd Quarter Investment Report:** Fiscal Administrator Ames stated that Morgan Stanley will no longer be handling Government investments. Our balance with them is \$1,217,549.15 and this will be transferred to our Operating account in the next few days. Mrs. Ames will be looking for another company to invest with in the near future. Motion to accept the report as given made by Commissioner Rankins and seconded by Commissioner Berumen. Motion carries.
10. **Discussion and take action on the 3rd Quarter Financial Report:** Fiscal Administrator Ames provided the following information: Tax Collection YTD: \$3,019,189.24 – Budgeted Tax Collection was \$2,976,428.52 giving us an over collection of \$42,760.72 or 101.44%. This is due to prior years collections included in the YTD of \$58,543.97. The ESD has spent \$1,906,276.29 or 65% of this Fiscal budget and the Fire Department has spent \$274,802.15 or 56% of their budget. This gives us a combined amount spent of \$2,181,198.44 or 64.34%. The Fire Marshal account income YTD is \$615,443.90 which is an increase of \$370,182.30 or 150.93% over last Fiscal year. The FM office has spent \$185,502.79 or 86.94% of their budget. Motion to approve the report as given made by Commissioner Rankins and seconded by Commissioner Berumen. Motion carries.
11. **Discussion and take action on budget reallocations:** Fiscal Administrator Ames presented budget reallocation to 4 accounts in the amount of \$149,811.99. Motion to approve the reallocations made by Commissioner Mayberry and seconded by Commissioner Anaya. Motion carries.
12. **Discussion and take action on hiring an attorney for Sales Tax Election:** Chief Menendez spoke about the recommendation of the Sales Tax Committee to hire Coveler and Peeler to represent the ESD for the Sales Tax Election. The estimated cost would be between \$8,000.00 and \$12,000.00 for services beginning in January 2021. Motion to hire this firm for the Sales Tax election made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carries.

13. **Discussion of update on Community Education Program:** There will be a monthly report given by Touchstone to give the Board an update on what has happened in the previous month. Wendy Duncan from Touchstone reported that they have been researching political groups in our area as well as gathering election information which is all part of the listening phase of the contract. We will now be moving to the next phase of the contract and there will be a meeting with the Sales Tax Committee in the coming weeks. Report was informational only and no action was taken.
14. **Discussion and take action on SOP 300.004 – Fire Marshal Pay:** Chief Menendez spoke about the discrepancy in the SOP's and the employee handbook. He has consulted with Cano HR and it was determined that the SOP Policy is an improper policy and does not align with our employee handbook. It is his recommendation that his policy be deleted, and we follow what is in the Employee handbook. Cano HR also spoke that they are supporting the recommendation of the Chief. Mr. Guillen provided his opinion on the topic and asked for the board to consider keeping the SOP. Motion made by Commissioner Mayberry to form a committee to review the SOP and table this item till next month. Motion seconded by Commissioner Rankins. Motion carries.
15. **Discussion and take action on overtime pay for Peace Officers:** Chief Menendez presented a policy for peace officers for overtime pay as recommended by Cano HR. Cano HR spoke about this policy as well. This item is a related topic to the previous agenda item and therefore, it was recommended it also be discussed in the committee. Motion to table this item for next month made by Commissioner Mayberry and seconded by Commissioner Berumen. Motion carries.
16. **Discussion and take action on Health and Safety Policy:** The ESD and HFD staff are already following the precautions outlined in the policy, but the ESD needs to adopt the policy for employees, volunteers, vendors and customers. Commissioner Rankins asked if the policy should have "County policy" versus "City Policy." Cano HR will make the recommended changes. Motion to adopt the policy with the revisions discussed made by Commissioner Rankins and seconded by Commissioner Berumen. Motion carries.
17. **Discussion and take action on Families First Coronavirus Response Act (FFCRA):** First responders are exempt from the FFCRA; however, the Chief is questioning whether the ESD administration staff falls into that exemption. Cano HR asked that Attorney Sanchez speak about this topic. Mr. Sanchez stated that the law as it reads states that we can exclude all employees of the ESD from the FFCRA. Chief Menendez's recommendation was to delete item as no exemptions are recommended at this time. Motion to delete made by Commissioner Berumen and seconded by Commissioner Rankins. Motion carries.
18. **Discussion and take action purchase of a trailer:** Chief Menendez presented a quote to purchase a trailer that would be able to transport the forklift as well as other equipment and training props. The quote is for \$7,125.25 to come from budget line item 9500.01. Motion to approve the purchase made by Commissioner Berumen and seconded by Commissioner Rankins. Motion carries.
19. **Discussion and take action on LED lighting upgrade for Station #1:** Chief Menendez presented the quote from Binkley electrical to convert the weight room, day room, and classroom to LED lighting for a cost of \$2,956.96 from budget line item 7700.01. Motion to approve the purchase made by Commissioner Berumen and seconded by Commissioner Anaya. Motion carries.

20. **Discussion and take action on installing artificial turf at Station #1:** There were two quotes to replace the grass at station #1 with artificial turf. The recommendation is to go with the quote for \$5,741.00 from budget line item 6000.01. Turf samples were provided to the board as a reference. Motion made to approve the quote for \$5,741.00 was made by Commissioner Rankins and seconded by Commissioner Berumen. Motion carries.
21. **Discussion and take action on replacement office computers:** Two quotes were presented for the replacement of three computers for the Dispatch office and two computers for the ESD Administration office. The total amount is \$10,142.02 to come from budget line item 9000.01. Motion to approve the purchase made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carries.
22. **Discussion and take action on Surplus Equipment:** Chief Menendez is asking the board to surplus three mac dispatch computers and two dell computers. Motion to surplus items made by Commissioner Rankins and seconded by Commissioner Berumen. Motion carries.
23. **Discussion and take action on Fire Equipment:** Chief Menendez presented quotes for the following equipment:
- PPE in the amount of \$30,960.00 from line item 9500.01 and the cost will partially covered by a grant.
 - 50 pails of Microblaze to be purchased from Daco in the amount of \$6,300.00 from line item 8100.02
 - 75 pails of Foam to be purchased from W.S. Darley in the amount of \$6,371.25 from line item 8100.02.
 - Boots, nomex, and gloves from The Fire Store in the amount of \$3,872.95 from line item 9100.02.
 - Extended for the new proposed vehicle in the amount of \$6,169.00 from line item 9300.02.
 - 6 new handheld radios from Motorola in the amount of \$36,680.28 from line item 9500.01.

Motion made to approve all quotes presented made by Commissioner Berumen and seconded by Commissioner Rankins. Motion carries.

27. **Discussion and take action on purchase of Quick Response Vehicle:** Chief Menendez presented a quote for an additional Quick Response vehicle in the amount of \$72,724.00 from line item 9500.01. The quote is HGAC pricing and this vehicle will be used primarily at Station #1. Motion to approve made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carries.
26. **Discussion and take action on purchase of UTV:** Chief Menendez presented a quote to replace Utility-401 in the amount of \$41,024.00 from line item 9500.01. The current vehicle is 10 years old and is in need of replacement. Chief also presented a quote to replace SAR-401 in the amount of \$21,540.05 from line item 9500.01. The last three SAR incidents the current ATV has broken down and is currently 16 years old. Motion made by Commissioner Berumen to purchase both vehicles for a total amount of \$62,564.05. Motion was seconded by Commissioner Anaya. Motion carries.
24. **Discussion and take action on contract with SITE Med for physicals:** Chief Menendez

presented a quote for a new company to perform the Fire Fighter annual physicals. The company will be coming to our station to do them in house. The cost is \$395.00 per person for 20 personnel for a total cost of \$7,900.00 from line item 5650.02. Motion to approve made by Commissioner Berumen and seconded by Commissioner Rankins. Motion carries.

25. **Discussion and take action on the purchase of a Boom lift:** Chief Menendez presented a quote for a Boom lift that would allow us to access tall areas at both station for building maintenance. This is a brand-new unit in the amount of \$27,744.40 from line item 9500.01 and this was the best price from various quotes obtained. Motion to approve the purchase made by Commissioner Berumen and seconded by Commissioner Rankins. Motion carries.
28. **Discussion and take action on floor waxing for Station #1:** A quote was presented from X-Cleaning to wax the floors at station #1 in the amount of \$1,812.60 from line item 7700.01. The floors at Station #1 have not ever been waxed. Motion made by Commissioner Anaya to have the floors professional waxed was seconded by Commissioner Berumen. Motion carries.

Executive Session: No Executive Session.

29. **For the Good of the District:** The ESD and HFD has joined up with Extreme Weather taskforce and are now a collection site for fans in the summer and blankets in the winter. They have put out a media release to the community. Budget workshop will be on June 29th at 2:00pm.
30. **Next meeting:** The next meeting will be on August 27, 2020 at 6:30 P.M.
31. **Adjourn:** Motion to adjourn made by Commissioner Anaya. Meeting was adjourned at 9:03 P.M.

Submitted by: Katherine Ames, Budget & Finance Specialist

Reviewed by: Cheri Bridges, Administrative Assistant