

Minutes of the August 27, 2020 Commissioners Meeting

1. **Call to order:** Meeting called to order at 6:35pm
2. **Establishment of a quorum:** Commissioners present in building: Commissioner Mayberry, Commissioner Rankins, Commissioner Berumen and Commissioner Anaya.
3. **Pledge of Allegiance:** The Pledge was recited.
4. **Presentations:** None
5. **Review and approve minutes of July and August 2020 meetings:** Motion to approve minutes of the 07/23/20, 07/29/20, 08/11/20 and 08/18/20 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 William Barber from Communications:
 - Call numbers reported consist of the following: Alarm – 17, Assistance – 20, Brush Fire – 26, Car Fire – 2, Leaks – 15, Medical – 206, MVA – 26, Structure Fire –6, Inspections – 23.
 - **14492 Escalera**
 - Dispatch received a call-in reference to a garage on fire at 17:13. The reporting party advised had visual on smoke and flames.
 - Horizon, Socorro, and Clint responded.
 - The first apparatus enroute at 17:14.
 - Once on scene (17:17), a Horizon City Police Department Officer advised the fire had been extinguished.
 - P403 was the first on scene at 17:19.
 - P403 advised of smoke coming from the Alpha side and initiated offensive strategy taking command.
 - The scene was cleared at 17:44.
 - **Horizon/Bowdoin**
 - Dispatch received a call in reference to a residence on fire at 22:52. The reporting party was not able to provide an exact location and advised would be behind the MUF.
 - Fabens, Horizon, and Socorro responded.
 - The first apparatus on scene 22:52.

- P403 was the first on scene at 22:59 and advised would be a bonfire not a structure fire.
- The scene was cleared at 23:07 and turned over to EPSO.
- **13675 Stonor**
 - Dispatch received a call-in reference to a residence on fire at 04:00.
 - Horizon, Socorro, and Montana Vista responded.
 - P403 was the first enroute 04:02.
 - P403 was the first on scene 04:11.
 - A fire investigator was requested to the scene at 04:18.
 - EPFD investigator arrived on scene at 04:55.
 - The fire was allocated in the closet.
 - The scene was turned over to the fire investigator and the scene was cleared at 05:03.
- **Horizon/Elsworth**
 - Dispatch received a call-in reference to a structure fire in a development area at 00:53. The reporting party advised had visual of smoke and flames.
 - Horizon, Socorro, and Clint responded.
 - The first apparatus enroute 00:54.
 - CH402 was the first on scene at 01:05 and requested for additional fire departments to stand down due to possible vehicle on fire in the desert area.
 - CH402 updated the apparatuses enroute advising of a large brush trash fire in the desert area would still be attempting to gain access at 01:10.
 - At 01:13 CH402 advised of a fully engulfed vehicle in the desert area about 200 yards west of the Water Treatment Plant and requested for EPSO to respond.
 - CH402 extinguishing flames with a shovel at 01:23.
 - Fire under control 01:32.
 - Fire out 0 1:43.
 - The scene was cleared at 01:53.
- **13257 Fitzpatrick Way**
 - Dispatch received a call-in reference to smoke coming from the front of the residence at 15:42.
 - Socorro, Horizon, and Clint responded.
 - P403 was the first enroute 15:45.
 - CH401 was the first on scene 15:52.
 - The scene was cleared at 16:00.
- **436 Everlook**
 - Dispatch received a call-in reference to burnt smell coming from the vents inside the residence 20:48. The reporting party also advised could feel heat coming from the vents.
 - Horizon, Socorro, and Montana Vista responded.
 - P403 first enroute 20:51.
 - P403 first on scene 20:57.
 - P403 checked the rooms and advised were clear of smoke.
 - The call was cleared 21:17.

Search and Rescue

- **12501 Montana**
 - Dispatch received a call from Captain Kovach advising of a possible Search and Rescue activation in reference to a missing person starting at noon.
 - The call was cleared at 16:04.
- **Pan American/Winn**
 - Call received a call-in reference to a body in the canal at 00:14.
 - CH402 was the first enroute at 00:18.
 - CH402 cancelled and cleared at 00:22.
 - The area of the incident pertained to the El Paso Fire Department.

Motion to accept Communications report 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:** (Report given by Chief Menendez)

- **Calls for the month of July:** 343
- **Calls for the year 2020:** 2130
- **Stipend:** \$39,769.59 for month of July. (2 pay periods)
- **Hours:** 3503.50
- **Training:** Held training days for the probationary firefighters. Will be looking at starting training again in September for all. Following all Covid guidelines and limiting the size of each group.
- **Fleet:** Rescue 401 taken to the shop for check engine light. Diagnosis was the DPF filter and it is being repaired. P402 fan caught some wires and damaged them. Mechanic is repairing and hope to have fixed by end of week. Brush 402 pump was overheating on brush fire in MVFD. Issue is covered under warranty.
- **Personnel:** Two FF's resigned due to other obligations.
- **Fire Response:** Assisted with Large brushfire in Montana Vista and pallet fire in Clint.
- **Building Construction:** Station 2 is officially, opened as of August 1 and the open house was done on August 14. We have warranty issues, but Medlock has been doing a great job on getting those fixed.
- **CoVid 19:** We have had no exposures as a result of calls. We do have one FF out on injury that occurred away from department
- **Misc.:** Mailbox in front of station 1 was struck by vehicle. Vehicle had fled the scene, cameras had footage and we were able to tell the color of the vehicle. It was a grey and would have front end damage. PD was notified and report made. They found the car and restitution was made for the repair of the mailbox. SAR activation for a missing male in our district occurred. Drone was requested to assist with male who had Alzheimer's and had been missing since 0200. Call came in around 0930, drone was flown going through several batteries. Male was located after 2 hours of searching. Received funding for 3 MCTS thru 911. They awarded us \$11,506.57, for the replacement of the two existing

MCT's and one for the new quick response vehicle. Katherine and I presented in Commissioner Court, 20-20 budget and the board unanimously approved the budget.

Motion to accept Chief's report made by Commissioner Anaya 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 95 (July) plus 48 (August) = 143 Total for 2020
 - Paid Operational Permits = from 151 (July) plus 40 (August) = 191 Total for 2020

	LAST MONTH	THIS MONTH	TOTAL for 2020	TOTAL for 2019
Construction	95	48	143	N/A
Operational	151	40	191	N/A
Total	246	88	334	N/A

- **Annual Fire Safety Inspections**

- 38 = FMO Annual Fire Safety Business Inspection Results for July 23rd thru August 27th
 - Low #'s due to Plan Review (influx of 48); Extreme Heat Advisories; and CoVID-19
- 4 -- Stop Work Orders (SWO) during the month of August.
 - 491 Darrington – Occupants moved in without ESD & TOHC Building Occupancy Finals
 - 13001 Eastlake -- Constructing without plans & permit
 - 12590 Rojas -- Constructing without plans & permit
 - 13650 Eastlake -- Constructing without plans & permit
- 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
 - Chapel Hill Apts. = 95%
 - Harmony School = 90%
 - Eastlake Market Ctr. – 60%
 - ELP-1 = Broke ground
 - Ballroom = UR
 - McDonalds = Pending
 - Cracker Barrel = Deferred
 - Whataburger = UR

- DD Discount = Pending
- New Whse=UR
- Starbucks = E-mail Comms
- Residential Communities
- Fire Protection Systems
- Fire Hydrant distribution
- ESD #1 FMO continues working with local AHJ's... 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.
- **Personnel**
 - The (1) FMO employee continues being excused from work due to special circumstances...
 - DFM Roddam
- **Training**
 - Nothing to report. Same as before. All FMO training has still been cancelled and postponed due to CoVID-19.
- **Miscellaneous Activities & Information**
 - Nothing to report

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

17. Discussion and take action on Station #2 final payment: Chief Menendez presented the contract dates and the dates of extensions that had been previously granted to Medlock from the Board of Commissioners. As of the building completion date of Station #2 Medlock is 92 days over the completion date set by the last granted extension. There are warranty items still being addressed and they have been quick to fix them. A letter from Medlock was reviewed in which they are asking for the 92 days to be forgiven due to issues with subcontractors. The Chief recommended that perhaps Medlock be given a 25% discount on the penalty days but not to forgive all the penalty days. Representatives from Medlock were present at the meeting. Alicia Burton spoke about the difficulties they had with the HVAC subcontractor and the litigation they are in with this company. Medlock is asking for consideration of any amount to be subtracted from the \$92,000.00 penalty. There was discussion from the board about the quality of the building completed and about the 25% discount. A motion was made by Commissioner Anaya to give Medlock the 25% discount which is \$23,000.00 making the final penalty amount \$69,000.00. Motion seconded by Commissioner Rankins. Motion carries.

9. Discussion and take action on budget reallocations: Fiscal Administrator Ames presented budget reallocation for the ESD budget accounts in the amount of \$31,249.43, the FD budget accounts of \$58,877.31 and the FM budget accounts of \$2,000.00. Motion to approve the reallocations made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carries.

10. Discussion of update on Community Education Program: Wendy Duncan from Touchstone spoke about Station #2 virtual open house and tour and how successful it was with 11,500 views on Facebook. The quality of Facebook posts has been great, and this has increased our internet foot traffic. She also stated that the ESD administration staff has been very positive and cooperative. Chief Menendez spoke about community events that we will be having each month until the end of the year. Mrs. Ames spoke about when the election

call date would be for a May election. Item was for information only, no action taken.

- 11. Discussion and take action on SOP 300.004 – Fire Marshal Pay:** Chief Menendez spoke about the committee meeting to discuss this item as directed in the previous BOC meeting. Chief presented the recommended change in the SOP. Fire Marshal Guillen spoke about his deputies getting an hour travel time for after hour inspections, Commissioner Mayberry stated this was not brought up in the committee meeting for discussion or consideration. The Board discussed the recommended SOP change. Motion to revise the SOP as presented by Chief Menendez made by Commissioner Berumen and seconded by Commissioner Rankins. Motion carries.
- 12. Discussion and take action on overtime pay for Peace Officers:** Chief Menendez presented the Peace Officer overtime policy as drafted by HR Cano that would be put into the ESD employee handbook. This would address specifically the overtime pay for Peace Officers. Mr. Cano stated that this policy would clarify this issue for the employees. Motion to accept the new Employee policy for Peace Officer Overtime pay made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carries
- 13. Discussion and take action on Employee evaluation SOP and form:** Chief Menendez discussed the drafted policy on employee evaluations and the evaluation form. The purpose of this is to have a yearly performance measure for all the ESD employees. The yearly evaluation does not guarantee a pay raise each year but to evaluate an employees work performance each year. The evaluations will be completed on the Employees anniversary hire date. There was discussion on the usefulness of the evaluation. Motion to approve the evaluation SOP and form made by Commissioner Berumen and seconded by Commissioner Anaya. Motion carries.
- 14. Discussion and take action on COLA's and Leveling Raises:** Chief Menendez spoke about leveling raises for the Deputy Fire Marshal's, Chief's Administrative Assistant and the Infection Control Nurse and that they are underpaid based on standards around us. The raises proposed today were included in the 20-21 Fiscal budget that was just approved. In addition, the Chief is asking for the Board to approve a 5% COLA for all ESD employees that would be calculated after the leveling raise was applied to the above-mentioned employees. There was board discussion about the hourly pay increases in our area. Motion to approve the leveling raises and the 5% COLA made by Commissioner Berumen and seconded by Commissioner Anaya. Commissioner Rankins, Anaya and Berumen voted for and Commissioner Mayberry abstained from voting.
- 15. Discussion and take action on an increase to the manning table:** The Horizon Fire Department is requesting an increase in their manning table for the position of Firefighter. They are asking to increase the Firefighter number to 75 and continue with 8 officer positions. Commissioner Rankins asked about how many FTE's this would bring us to and what other changes were made to the revised Organizational chart. Mr. Cano stated that the number of FTE's are based on number of hours worked and that we are around 30 FTE's at this time. Motion to approve the amended Organization chart by increasing the HFD manning table made by Commissioner Berumen and seconded by Commissioner Anaya. Motion carries.
- 16. Discussion and take action on Commissioner pay resolution:** Fiscal Administrator Ames read the SOP that was adopted in the previous meeting in regard to Commissioner Reimbursement. The resolution that is up for consideration was provided by our attorney and the only items that need to be set in the resolution is the daily reimbursement rate and the annual max compensation rate. Attorney Sanchez spoke about the resolution and the two rates

that needed to be set. There was discussion about the rates by the board members. Commissioner Berumen made a motion to accept the \$150.00 per day rate that the Commissioner performs duties for the ESD with a maximum annual compensation of \$7,200.00. Motion seconded by Commissioner Rankins. Motion carries.

- 18. Discussion and take action on Sales Tax Estimate report:** Fiscal Administrator Ames gave a summary of the report. If the ESD had a Sales tax collection rate of 1.5% the Annual collection would be \$448,501.00 per year from businesses physically located in our district. The cost of the Sales tax election is estimated to be half of the estimated collection amount. Motion to accept the report made by Commissioner Anaya and seconded by Commissioner Mayberry. Motion carries
- 19. Discussion and take action on Emergency Lighting:** Chief Menendez presented the quote for Emergency lighting and sirens for the newly ordered Rescue and ATV. The amount for the equipment would be \$11,873.40 and to install the equipment the cost is \$3,429.00 all coming from account 9300.02. Commissioner Mayberry asked that in the future the quotes be separated out per vehicle so that it is clearer on what is being put on each vehicle. Motion to approve the quotes presented made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carries.
- 20. Discussion and take action on purchase of a shed for Station #2:** Chief Menendez presented a quote for \$2,399.00 to purchase a shed for Station #2. They have found that there is not enough storage in the outside storage room due to the placement of the air compressor in that room. The money would come from account 9001.01. Motion to approve the Shed made by Commissioner Berumen and seconded by Commissioner Rankins. Motion carries.
- 21. Discussion and take action on purchase of MCT equipment:** Chief Menendez presented a quote for \$2,132.70 to purchase equipment to mount the MCT in the new Rescue vehicle. The funds would come from account 9000.02. Motion made to approve quote by Commissioner Anaya and seconded by Commissioner Berumen. Motion carries.
- 22. Discussion and take action on the purchase of ballistic vests:** Chief Menendez asked for the item to be deleted. Motion to delete made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carries.
- 23. Discussion and take action on purchase of a Drone:** Chief Menendez presented a quote for a Drone that would be an upgrade from the two drones purchased last year. This drone is par to the ones that other agencies have and has a longer fly time and better technology that would improve our search abilities. Commissioners asked how many pilots we have, and the Chief stated we will have a total of 3 pilots. There was a discussion of how the drones have been used and how this one will improve operations. Motion to approve the purchase of the drone in the amount of \$25,162.20 from account 8100.02 made by Commissioner Berumen and seconded by Commissioner Anaya.
- 24. Discussion and take action on Pure OHS:** Chief Menendez stated that this software is to help improve our tracking of employees for the purpose of Infection Control. The amount of the software would be \$4,100.00 from account 5705.02. Motion to approve purchase made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carries.
- 25. Discussion and take action on purchase of Community Awareness supplies:** Chief Menendez presented two quotes to purchase items for our upcoming fire prevention month activity. The first item is smoke detectors in the amount of \$2,007.60 from account 5350.03

(Fire Marshal). The second quote is for giveaways for fire prevention in the amount of \$5,867.00 from account 5350.02 (Fire Department). Motion to approve the purchase made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carries.

26. Discussion and take action on Fire Equipment: Chief Menendez presented a quote for a \$8,535.00 from account 9100.02 for a hose roller device. This will help make cleanup after a large incident faster and easier on the Firefighters. Motion to approve made by Commissioner Berumen and seconded by Commissioner Anaya. Motion carries.

27. Discussion and take action on Replacement cameras and new dispatch phones for Station #1: Chief Menendez presented a quote to replace the outside cameras and DVR's for Station #1 as our current ones have become damaged from the sun and outside elements. Motion to approve new outside cameras in the amount of \$3,850.00 from account 7700.01 made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carries.

Executive Session: No Executive Session.

28. For the Good of the District: Chief Menendez spoke about the small 9-11 ceremony at the station and the Halloween parade that we will be having at the station for Fire prevention month.

29. Next meeting: The next meeting will be on September 24, 2020 at 6:30 P.M.

30. Adjourn: Motion to adjourn made by Commissioner Rankins. Meeting was adjourned at 9:24 P.M.

Submitted by: Katherine Ames, Fiscal Administrator

Reviewed by: Cheri Bridges, Administrative Assistant