

## Minutes of the September 24, 2020 Commissioners Meeting

1. **Call to order:** Meeting called to order at 6:30pm
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:** Fiscal Administrator read a report prepared by Touchstone District Services about what services provided this month. A website audit was conducted, and the report has been attached to the agenda for Board review. The content for the new Homeowner flyer was approved by Chief Menendez and Katherine. It is currently being translated into Spanish and will then go to design. A final draft with design will be submitted for final approval. They have continued to check on the status of the NextDoor account. They have been informed that the company has had many layoffs which has slowed the process of establishing new accounts.
5. **Review and approve minutes of August 2020 meetings:** Motion to approve minutes as presented made 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 Virtual by Elva Ramos.
  - Call numbers reported consist of the following: Alarm – 13, Assistance – 17, Brush Fire – 13, Car Fire – 0, Leaks – 10, Medical – 175, MVA – 34, Structure Fire – 0, Inspections – 23.
  - **Structure Fires**
    - No structure fires within the 400 District
    - **15848 Gay Lynn**
      - Dispatch received a call-in reference to 3 smoke coming from inside the residence at 8:23.
      - Montana Vista, Clint, and the Horizon Fire Departments were dispatched at 8:24.
      - RT401 and P403 were enroute at 8:25.
      - CH501 was the first to arrive on scene at 8:36.

- At 8:38, CH501 requested for all responding units to stand down due to the call being an illegal burn and not a structure fire.

### **Brush Fire**

- **16300 Montana**

- Dispatch received a call-in reference to a large brush fire approaching a residence at 16:19.
- The Montana Vista Fire Department responded at 16:19.
- At 16:31 CH501 requested for Horizon Fire to be paged for a Tanker and Brush Truck.
- B401 and TK401 were enroute at 16:34.
- CH402 and B402 were enroute at 16:39.
- B401 was the first to arrive on scene at 16:54.
- Fire under control at 21:19.
- All Horizon Fire units cleared at 21:38.
- The call was cleared at 22:31.

### **Search and Rescue**

- No calls

Motion to accept Communications report made by Commissioner Anaya 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 given virtually by Chief Menendez)

- **Calls for the month of August:** 273
- **Calls for the year 2020:** 2369
- **Stipend:** \$ 43,518.26 for month of August (2 pay periods)
- **Hours:** 4236.5
- **Training:** Training has commenced, and we are averaging 25 to 30 members present. We are conducting Anti-Harassment training and 457 education. We have started C\*SAR training, following all COVID precautions.
- **Fleet:** Wrapping up minor repairs on most of the fleet, from fuel gauges not working, to water leaks, pump packing replacement, and major oil leak that Chief 402 had. The repair for Ch402 was over \$5,000. This included some repairs needed on the four-wheel drive, flush the coolant, and transmission. Received new Polaris, waiting on graphics and some equipment so that we can place it in service. New drone was received and members who are certified pilots are training on the unit.
- **Personnel:** Will be conducting interviews in the next couple of weeks. We have had 2 members resign for personal reasons. We have a new drone pilot Capt. Kovach and we have a FF studying and will be taking the exam beginning of October. He took the course through his primary job; the member is FF Albert Torres. Frank Guillen retired from the city and has now started a full-time role with the ESD. His hours are 9 to 5 Monday thru Friday. I am looking into possibly allowing a four-day ten-hour schedule, it is currently under review. If approved this would be offered to all 40-hour personnel. Have assigned Katherine the Truth and Taxation email site. On this site people voice

their complaints or thoughts and she responds to them. Most of the emails thus far involve our constituents home property tax. Katherine explained the process on one of the emails and the homeowner was satisfied with the response and the timely fashion it took to respond.

- **Fire Response:** We have had a couple call outs to fire outside of the district. Nothing major to report.
- **CoVid 19:** Received more masks totaling about 5000, between the surgical masks and N-95 masks. Had one FF quarantine, and is back to duty.
- **Misc.:** SAR call out for injured person. Total operation took 8.5 hours. SAR members that responded did a great job. This included members from departments such as Horizon, West Valley, Montana Vista, Clint, Sheriff's office, State Park's and Socorro. Assistant Chief Ames is working on the renewal for the First Responder Agreement. We have until October 10, 2020 to turn in all requested documentation. 911 remembrance was nice, next year will be 20 years and we expect this to be a large event. All the radios were re-banded, this was done free of charge to us. This will allow us to remain on the city network, as they are upgrading the system. Budget Year will be closed out September 30, 2020, on this day books will be closed, and no further purchases allowed for fiscal year 19-20. New fiscal year will be starting.

Motion to accept Chief's report made by Commissioner Anaya and seconded by Commissioner Rankins. 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 **322** Construction & Operational Permits.
    - Paid Construction Permits = 140 Total for 2020
    - Paid Operational Permits = 182 Total for 2020

	LAST MONTH	THIS MONTH	TOTAL for 2020	TOTAL for 2019
Construction	98	42	140	N/A
Operational	152	30	182	N/A
Total	250	52	322	N/A

- **Annual Fire Safety Inspections**
  - 34 = FMO Annual Fire Safety Business Inspection Results for August 2020.
  - 0 -- Stop Work Orders (SWO) during the month of August.
- **New Building Construction**
  - FMO is continuously working with on-going projects: ##% = Completed; UR=Under Review
    - Chapel Hill Apts. = 95%
    - Harmony School = 100%

- Eastlake Market Ctr. – 70%
- ELP-1 = Vertical
- McDonalds = Pending
- Cracker Barrel = Deferred
- Whataburger = Pending
- DD Discount = Pending
- New Whse=10%
- Burger King = Under Review
- Warehouses = e-mail comms
- Residential Communities
- Fire Protection Systems
- Fire Hydrant distribution
- **Personnel**
  - FM Guillen has been approved for a 40-hour work week by Ch. Menendez
  - The (1) FMO employees continue being excused from work due to special circumstances...
    - DFM Roddam to return by 10/06/2020
- **Training**
  - Nothing to report. Same as before. All FMO training has still been cancelled & postponed due to C-19.
  - Division Head Staff Meeting held 09/09/2020
- **Miscellaneous Activities & Information**
  - 2 – New MFU’s within our jurisdiction
    - (1) Los Panchos Tortas and (2) La Pulga
  - Can access a bonfire within a residential home.

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

**9. Discussion and take action on Surplus Equipment:** The Chief is requesting for hose to be surplus as it has reached it’s use life. His recommendation is to donate it to local high schools for training purposes. Motion to surplus 10 sections of 3-inch fire hose made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carries.

**10. Discussion and take action on SOP on surplus loan funding:** Fiscal Administrator Ames presented the SOP that was written with the assistance from our audit firm that lines out the parameters on how surplus loan funding can be used and what action the board must take in regards to those funds. Commissioner Rankins asked why we do not pay the excess funds back to the loans? It was explained that some loans do not allow for extra payments in the first years and that the funds are needed to start new projects. Motion to approve the SOP as presented made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carries.

**11. Discussion and take action on reserving surplus funds from Station #2 construction for future construction projects:** Fiscal Administrator Ames reported that there is \$313,276.55 remaining from the construction of Station #2 and it is recommended that it be reserved for future construction projects that have been budgeted in the next Fiscal year. Commissioner Berumen made a motion to reserve the remaining funds from Station #2 Construction loan in the amount of \$313,276.55 for future construction projects. The reserved funds purchases will follow the ESD purchasing policies. Motion was seconded by Commissioner Rankins.

Motion carries.

- 12. Discussion and take action on reserving surplus funds from SCBA Equipment loan for additional equipment purchases:** Fiscal Administrator Ames reported that there is \$29,196.09 remaining from the SCBA equipment loan and it is recommended that it be reserved for purchase of additional fire equipment requested by the Fire Department. Commissioner Rankins made a motion to reserve the remaining funds from the SCBA loan in the amount of \$29,196.09 for future Fire Equipment purchases. These reserved funds purchases will follow the ESD purchasing policies. Motion was seconded by Commissioner Anaya. Motion carries.
- 13. Discussion and take action on City of El Paso grant Rehab MOU:** Chief Menendez presented the MOU with the City of El Paso for a rehab grant. This grant includes both ESD's and the City of El Paso for a rehab unity that can be used in the County of El Paso. Our attorney has reviewed the MOU and recommended changes have been made. Motion to accept the MOUS made by Commissioner Berumen and seconded by Commissioner Anaya. Motion carries.

**Executive Session:** No Executive Session.

- 14. For the Good of the District:** Chief Menendez spoke another grant that would be wrote in conjunction with ESD #2 for replacement MCT's. The staff is working hard on the Halloween event for Fire Prevention month. The Chief also presented a letter from PETA regarding our kitten rescue at Station #2. Fire Marshal Guillen asked for an update on the Rodriguez case, which was given by Attorney Sanchez. Mr. Sanchez stated that his firm is being more aggressive with the case. Documents from Mr. Rodriguez were requested, and he failed to provide them, so they went to the judge to determine how to proceed. Fire Marshal Guillen also asked if the grant for new MCT's included the Fire Marshal vehicles and the Chief stated that it includes all ESD vehicles.
- 15. Next meeting:** The next meeting will be on October 22, 2020 at 6:30 P.M.
- 16. Adjourn:** Motion to adjourn made by Commissioner Rankins. Meeting was adjourned at 7:18 P.M.

Submitted by: Katherine Ames, Fiscal Administrator

Reviewed by: Cheri Bridges, Administrative Assistant