

Minutes of the October 22, 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, Commissioner Berumen and Commissioner Anaya.
3. **Pledge of Allegiance:** The Pledge was recited.
4. **Presentations:** None
5. **Review and approve minutes of September 2020 meetings:** Motion to approve minutes as presented made by Commissioner Berumen and seconded by Commissioner Anaya. Motion carries.
6. **Review and approve communications report on monthly calls as reported by Horizon City dispatch:** Report was given by Elva Ramos.
 - Call numbers reported consist of the following: Alarm – 22, Assistance – 18, Brush Fire – 9, Car Fire – 4, Leaks – 15, Medical – 179, MVA – 29, Structure Fire – 5, Inspections – 73.
 - **Structure Fires**
 - **13570 Sproatley**
 - Dispatch received a call in reference to smoke inside the residence due to issues with the furnace at 5:36.
 - Horizon, Clint, and Socorro Fire Departments responded.
 - RT405 was the first enroute at 5:38.
 - RT405 was the first on scene at 5:46.
 - At 5:53, RT405 reported the residence had a small charge of smoke, however, no visual of flames or fire.
 - At 5:55, RT405 requested for additional responding units to stand down. The scene would be handled by RT405 and P403.
 - At 6:10, RT405 reported, “Isolated down to a heating unit that turned on burning by product of dust no fire no emergency”.
 - The call was cleared at 6:11.
 - **13127 Thea Smith**

- At 22:40, dispatch received a call in reference to smoke in the room possibly coming from a socket.
 - Horizon, Clint, and Socorro Fire Departments responded.
 - P201 was the first enroute at 22:42.
 - P403 and B403 were the first on scene at 22:47.
 - P403 found an electrical outlet shortage outside at 22:53.
 - Water on fire 22:57.
 - Fire under control 22:59.
 - Fire out 23:06.
 - All units cleared the scene at 23:36.
- **13261 Cameldale**
 - Dispatch received a call in reference to smoke in the back of a residence at 19:22. The reporting party was a passerby who could not advise if the home was on fire or provide an exact location.
 - P701 was the first enroute at 19:24.
 - At 19:32, RT405 reported the incident was in reference to an illegal burn at 13272 Greendale.
 - Fire out 19:34.
 - RT405 cleared the scene at 19:35.
- **348 Emerald Sky**
 - Dispatch received a call in reference to a possible structure fire at 11:20. The reporting party advised had visual of black smoke and fire on the roof.
 - Horizon, Clint, and Socorro Fire Departments responded.
 - RT405 was the first enroute at 11:21.
 - P403 was the first on scene at 11:27.
 - At 11:31, CH401 was advised by the reporting party his balcony had caught fire.
 - P403 reported, "Fire on the patio side in the back smoke and fire showing will be extinguishing fire", at 11:33.
 - Fire extinguished 11:35.
 - Fire out 11:38.
 - All units cleared at 12:12.
- **215 Sugar Hills**
 - Dispatch received a call in reference to smoke coming out of the oven at 15:55. The reporting party advised had visual on flames and smoke.
 - Horizon, Clint, and Socorro Fire Departments responded.
 - P403 was the first enroute at 15:56.
 - P403 was the first to arrive on scene at 16:01.
 - P403 reported the source of the fire was coming from the oven and initiated fire attack.

- El Paso Sheriff's Office deputies were requested for traffic control.
- Fire out at 16:22.
- All units cleared at 17:06.

- **Water Rescue**

- **10716 Socorro**

- Dispatch received a call in reference to a floating body in the canal at 18:31.
- The Socorro Fire Department along with the Water Rescue responded.
- P701 was the first to respond at 18:34
- CH402 responded at 18:41.
- At 18:48, RT704 requested additional Water Rescue personnel to stand down. The Socorro Fire Department Water Rescue would handle.
- CH402 and RT402 cancelled.
- The body was recovered, and the call was terminated by the Socorro Fire Department at 19:48.

- **Search and Rescue**

- **6900 Hueco Tanks @ Hueco State Park**

- Dispatch received a call in reference to a male with a broken ankle at 12:49.
- P501 was the first enroute at 12:51.
- Native Air was requested to be on standby and Search and Rescue was activated.
- RT405/SQ404/RT402 responded.
- Once on scene, SQ404 took over operations.
- At 18:21, the patient was lowered down the mountain.
- At 18:58, the patient was loaded to LIFE Ambulance for evaluation.
- The patient was transported to Sierra East at 20:00.
- All units cleared at 20:47.

Commissioner Berumen asked the Chief how he knew which department was the responding unit. The Chief explained that each department in the county has a different 100 number and this is how they can tell which department is responding for mutual aide. Motion to approve report made by Commissioner Anaya and seconded by Commissioner Rankins.

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 September:** 284
- **Calls for the year 2020:** 2867
- **Stipend:** \$41,269.26 for month of September. (2 pay periods)
- **Hours:** 3,666.25

- **Training:** We have suspended training until the 28th of October at which I will review current state of the CoVID pandemic. Upon evaluation we will determine the proper course of action.
- **CoVID 19:** CoVID case are on the sharp rise, as you saw 10/22/2020 over 1000 cases. FF's are utilizing the proper PPE when patient's with CoVID are being encountered. Call volume is also going up and we attribute this to Pt's with CoVID whom are at home. There is a testing site on Darrington, and the line is running up and down that street.
- **Fleet:** Pump testing is being performed and thus far all units have passed. We do have some gaskets that need to be changed, but nothing that causes the unit to be placed out of service. Rescue 405 is in the shop getting brakes.
- **Personnel:** We just picked up 7 members and they started the 19th. We are giving an FST test in hopes of promoting 6 to that position.
- **Fire Response:** Units responded to a house fire in Horizon. Balcony was on fire, Station 1 and 2 responded along with Clint and Socorro. Having the guaranteed two unit's response bring on an entire new perspective. Also responded to Socorro and Montana Vista on separate fires.
- **Station 2 Warranty:** Medlock is working on a number of warranty issues. A little slower than I would like but they are getting the attention needed.
- **Misc.:** Discussed with FMO looking into writing citations and advised FM Guillen to send a letter to attorney to see what it entails. Met with FMO on SOP, which is being delivered later in meeting. Sunland Park Fire came by, Fire Chief, and Assistant Chief to look at Station #2. They are looking at building a second station similar to ours. Responded to a SAR incident in Hueco Mountains State Park. Total time was 2 hours, pt. had a broken ankle and was taken off the mountain. Total of 10 members responded from all agencies.

Chief explained Pump testing in more detail and that all trucks passed. He spoke in detail about the warranty items that were still outstanding for Station #2. The biggest issue is electrical with the outside lights and the timers. Commissioner Mayberry asked if the monthly call volume can be broken down between Station #1 and #2. The Chief stated that this information is in the detailed call volume reports in the Chief's folder, but he will begin including it in his verbal report. Commissioner Rankins asked about what is causing the increase in call volume. The Chief explained that the increase in calls can be attributed to more COVID cases and more people moving about in our community. Commissioner Berumen asked about warranty work and how it is being handled and if we are having a delayed response from contractors. The Chief explained that the warranty items are wrote on a board at Station #2 so that Medlock can see what is still pending. Motion to accept Chief's report made by Commissioner Berumen 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 **384** Construction & Operational Permits.

- Paid Construction Permits = 169 Total for 2020

- Paid Operational Permits = 215 Total for 2020

	LAST MONTH	THIS MONTH	TOTAL for 2020	TOTAL for 2019
Construction	140 from 01/08	29 for Sept	169 from 01/08	N/A
Operational	182 from 01/08	33 for Sept	215 from 01/08	N/A
Total	322	62	384	N/A

- **Annual Fire Safety Inspections**

- 57 = FMO Annual Fire Safety Business Inspection Results for September 2020.

- 22 -- Stop Work Orders (SWO) during the month of September.

- **New Building Construction**

- FMO is continuously working with on-going projects: ##% = Completed; UR=Under Review

- Chapel Hill Apts. = 97%

- Eastlake Market Ctr. – 75%

- ELP-1 = 10%

- McDonalds = PT Issued

- Cracker Barrel = Deferred

- Whataburger = PT Issued

- DD Discount = Pending

- Burger King = Under Review

- Starbucks = e-mail comms

- Residential Communities

- Fire Protection Systems

- Fire Hydrant distribution

- Tenant Improvements

- **Personnel**

- The (1) FMO employee has returned (10/06) from his excused extended leave...

- **Training**

- Nothing to report. Same as before. All FMO training has still been cancelled & postponed due to C-19.

- **Miscellaneous Activities & Information**

- On-going issue with El Paso Electric Company for building without approved plans & permit

- 14681 Triumph

- Established SOP 300.005 – Penalties

- Fire Lane Requirements modified

- FMO made a significant impact on our “Aging Report” in September

- FMO will reach out to ESD District Attorney, Gilbert Sanchez to re-visit and move forward with our citation process...

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

9. Discussion and take action on Financial Report: Report was given By Fiscal Administrator Katherine Ames. Financial report was for FY 20’.

Fiscal Year Financial Report

	<i>16/17 Budget</i>	<i>17/18 Budget</i>	<i>18/19 Budget</i>	<i>19/20 Budget</i>	<i>Percent Inc/Dec 18/19 to 19/20</i>
Income					
Budget Tax Collection	\$2,033,198.60	\$2,281,219.55	\$2,607,010.55	\$2,976,428.52	
Actual Collection	\$2,021,149.96	\$2,308,302.09	\$2,684,479.77	\$3,035,370.92	
<i>Difference</i>	<i>-\$12,048.64</i>	<i>\$27,082.54</i>	<i>\$77,469.22</i>	<i>\$58,942.40</i>	<i>-23.92%</i>
Grants	\$1,875.00	\$17,204.22	\$27,425.00	\$12,425.00	-54.69%
Other Income	\$13,707.68	\$10,112.41	\$19,725.15	\$40,843.92	107.07%
Interest Income	\$12,899.14	\$29,362.74	\$87,889.14	\$38,802.42	-55.85%
<i>Total Income</i>	<i>\$28,481.82</i>	<i>\$56,679.37</i>	<i>\$135,039.29</i>	<i>\$92,071.34</i>	<i>-31.82%</i>
Expense					
ESD Budget Spent	74%	80%	83.32%	\$2,547,149.92	Spent 87.83%
HFD Budget Spent	81%	87%	78.12%	\$475,491.21	Spent 97.05%
Total Operating Spent	84%	81%	82.55%	\$3,022,761.13	Spent 89.16%
Remain Operating Budget			\$546,759.42	\$367,342.56	-32.81%
FM Income	\$153,740.00	\$134,878.00	\$245,261.60	\$737,622.40	200.75%
FM Budget Spent	64.75%	80%	80.48%	\$195,735.66	Spent 91.74%
<i>FM Net Income</i>	<i>\$53,524.10</i>	<i>-\$45,994.78</i>	<i>\$64,555.40</i>	<i>\$541,886.86</i>	<i>739.41%</i>

Recommended Budget Reallocations for the 19-20 Fiscal were as follows: Fire Department Operating account: \$27,593.05; ESD Operating account: \$4,699.81; Fire Marshal Operating account: \$2,009.82. Motion to approve Financial report and Budget Reallocations made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carries.

10. Discussion and take action on FM SOP 300.005: Chief presented the draft policy created by the Fire Marshal and Fiscal Administrator that would line out how penalties are applied to businesses. The Chief explained Non-Operational and Operational permits and gave examples of businesses for both categories. Commissioner Berumen asked if this policy conflicted with other agencies. The Chief and Fire Marshal explained how this does not conflict with other agencies and how it compares with the surrounding Fire Marshal offices. The Fire Marshal also stated that there are construction projects that have been penalized for building without approved plans. Commissioner Rankins asked if this

item needs to go out for public comment; After discussion, Attorney Sanchez asked that this item be tabled to gather more information. Motion to table made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carries.

11. Discussion and take action on SOP for Employee Cellphone Reimbursement: Chief Menendez stated that we have been paying our employees who use their cellphone for Department use, \$30.00 per month. This policy is to document the practice that is already in place. The policy was reviewed with the Board. Motion to approve SOP as written made by Commissioner Berumen and seconded by Commissioner Rankins. Motion carries.

12. Discussion and take action on SOP for criminal history checks: Chief Menendez explained that we have had a few applicants that have had backgrounds come back with items that would prevent them from being employed. This policy describes the type of offenses that would prevent an applicant from being offered an interview. The Chief gave examples of some of the background offenses that have come up on applicant background checks. This policy was written by our HR consultants. Commissioner Mayberry asked how applicants will be notified of this policy. It is recommended that it be given to the applicant when they fill out the background check paperwork. Commissioner Berumen gave examples of offenses and how they would be handled with this policy in place and the Chief explained the process with those type of offenses. Attorney Sanchez stated that the policy as presented allows the Department to take in account different factors along with criminal backgrounds when determining acceptance of applicant. This policy also meets the EEOC requirements. Motion to accept the SOP as written made by Commissioner Berumen and seconded by Commissioner Rankins. Motion carries.

13. Discussion and take action on Open Purchase Order for Life-Assist: Chief Menendez explained that each budget year the Fire Department asks for an open PO to Life-Assist to purchase consumable medical supplies. The requested amount for this year is \$15,000.00. Motion to approve the open PO to Life-Assist in the amount of \$15,000.00 made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carries.

14. Discussion and take action on purchase of Fire Equipment: Chief Menendez discussed the need for a spare valve that can be used on the pumpers. When they send valves to get repaired, they do not have a spare to use on the trucks. He is requesting that one valve be purchased in the amount of \$3,462.00 to come from account 9300.02. Motion to approve purchase made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carries.

Executive Session: No Executive Session.

15. For the Good of the District: Chief Menendez stated that we will be holding the Spooktacular on 10/31 from 11-4. He has contacted the District Attorney and has confirmation that the Drive thru event falls within the COVID restrictions. The event is intended to promote the ESD and fire Department to the community. We will be scheduling a community engagement meeting with the committee in November to discuss the next events.

16. Next meeting: The next meeting will be moved up to November 19, 2020 at 6:30 P.M. due to the Thanksgiving holiday.

17. Adjourn: Motion to adjourn made by Commissioner Rankins. Meeting was adjourned at 7:53 P.M.

Submitted by: Katherine Ames, Fiscal Administrator

Reviewed by: Cheri Bridges, Administrative Assistant