

## **Minutes of the December 17, 2020 Special Commissioners Meeting**

1. **Call to order:** Meeting called to order at 6:40pm
2. **Establishment of a quorum:** Commissioners present in building: Commissioner Mayberry, Commissioner Rankins and Commissioner Anaya. Commissioner Berumen and Commissioner Booth
3. **Pledge of Allegiance:** The Pledge was recited.
4. **Presentations:** None
5. **Take action on swearing in of new Commissioner:** Commissioner Mayberry welcomed our new commissioner to the district. Chief Menendez administered the Oath of Office to Commissioner Booth.
6. **Review and approve minutes of November 19, 2020 & December 03, 2020 meeting:** Motion to approve minutes as presented made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carries.
7. **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 – 25, Assistance – 6, Brush Fire – 15, Car Fire – 1, Leaks – 26, Medical – 248, MVA – 22, Structure Fire – 2, Inspections – 13. COVID – Confirmed – 61, PCP - 53
  - **Structure Fires**
    - **13829 Hollywood**
    - Dispatch received a call-in reference to a wall that smelled liked burned wires at 15:34.
    - Horizon Station 1 and 2, Clint, and the Socorro Fire Departments responded.
    - P201 and RT405 en route at 15:37.
    - P403 first on scene 15:41.
    - Clint and Socorro Fire Departments were requested to stand down.
    - The incident was terminated at 16:02. Fire crews were unable to find the source of heat.

- **545 Northwyck Way**
- Dispatch received a call in reference to an oven on fire at 22:49. The reporting party stated to have visual on flames and black smoke coming from the bottom of the oven.
- Horizon Station 1 and 2 and the Socorro Fire Departments responded.
- P402 first unit en route at 22:49.
- RT405 first unit on scene at 22:53.
- At 22:56, RT405 requested for additional responding units to stand down. The oven fire was extinguished.
- The scene was cleared and turned over to EPSO at 23:01.
  
- **Brush Fires**
- **13782 Nayarit**
- At 11:50, dispatch received several calls of several reporting parties advising of bus fully engulfed, others stating had visual on black smoke, and others reporting heavy black smoke and did not know what was on fire. The smoke could be seen from the Horizon Fire Department!
- RT405 was the first unit en route at 11:52.
- CH401 requested for the next fire departments (Clint and Socorro) to be paged at 11:57.
- Horizon Station 1 and 2, Clint, and Socorro Fire Departments responded.
- P402 first unit on scene at 12:00.
- B402 advised of heavy smoke with multiple exposures and a van on fire.
- Water on fire 12:05.
- At 12:13, crews were still hitting fire to protect exposures.
- Fire under control 12:20.
- Fire out at 12:38.
- The call was in reference to an illegal burn. All units cleared at 13:42.
  
- **Structure Fires out of District**
- **15071 Jacob Kuechler**
- Dispatch received a call in reference to an oven on fire at 17:47.
- Montana Vista, Horizon, and the Clint Fire Departments responded.
- RT504 first unit on scene at 17:55.
- At 17:56, the fire was extinguished. RT504 requested for all responding units to stand down.
  
- **15197 Snohomish Loop**
- Dispatch received multiple calls in reference to a mobile home on fire at 7:48.
- Montana Vista, Horizon, and the Clint Fire Departments responded.
- P501 first unit en route at 7:50.
- CH502 arrived on scene and reported a mobile home fully engulfed at 7:55.
- Water on fire 7:59.

- Fire under control 8:04.
- Fire out 8:28.
- All units cleared at 9:01.

Motion to approve report made by Commissioner Rankins and seconded by Commissioner Anaya.

**8. 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 November:** 366
- **Station 1 Calls:** 256                      **Station 2 Calls:** 110
- **Calls for the year 2020:** 3476
- **Stipend:** \$48,181 for month of November. (2 pay periods)
- **Hours:** 4000.25
- **FMO:** Office is currently only doing essential inspections and construction permits. In January will be reassessing.
- **Training:** Wednesday trainings still on hold. Evoc training still being held virtually. Driving course was held and all those that attended passed the course.
- **CoVID 19:** Received Cares money from the city of Horizon. A majority of the items have been received and we are waiting for the rest of the items to arrive. This includes temp scanners, PPE, and Electrostatic sprayers.
- **Fleet:** We have some issue with some of the units in the fleet. These came about from the fire and include broken gas throttle on P402. Air Leak on CAFS system, Float for foam no registering correctly P403. Brush 401 is having acceleration issues and will be taken to the shop. Some units were exposed to excessive amount of smoke and soot. A detail company was hired to detail the units and clean them up to minimize the exposure. Rescue 405 was involved in an accident with a stationary object. Investigation was completed and disciplinary action will be taken.
- **Personnel:** We had two FF injuries, one with a sprained ankle on fire incident mentioned above, and another that received stitches from a fall from a truck while at station.
- **Fire Response:** Responded to a large fire that involved several thousand tires and vehicles to include 18 wheelers, and small structures. Other responses occurred but were handled or cancelled by other agencies.
- **Building Construction:** Warranty work still be performed
- **Misc.:** We held another flu vaccine clinic, but only had 37 vaccines given out. Safety committee is reviewing a new "LAKESS" form. Large apparatus knowledge exam skill set. Approval was made by the committee on 12/15/2020. We have had some members go off on CoVID leave but the exposures have occurred at other places to include family members and do not involve pt.'s that we have responded to.

The Chief spoke about political meetings the Chiefs have been holding and they have been going very well. Also, the membership had a meeting that went well.

Commissioner Mayberry asked the Chief to provide a copy of the incident report concerning R-405. The chief stated he will provide a copy. Motion to accept Chief's report made by Commissioner Berumen and seconded by Commissioner Anaya.  
Motion carries.

**9. 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 **500** Construction & Operational Permits.
  - Paid Construction Permits = 202 Total for 2020
  - Paid Operational Permits = 298 Total for 2020

	LAST MONTH	THIS MONTH	TOTAL for 2020	TOTAL for 2019
Construction	190 from Jan to Oct	12 for Nov	202 from Jan to Nov	131
Operational	271 from Jan to Oct	27 for Nov	298 from Jan to Nov	319
Total	461	39	500	450

- **Annual Fire Safety Inspections**

- 3 = FMO Inspection Results for November 2020.
  - Annual business inspections ceased due to County Judge's Order #13 and Order #14
- 1 – On-going Stop Work Orders (SWO) EP Electric Substation at 14681 Triumph.
- 0 -- Stop Work Orders (SWO) for November.

- **New Building Construction**

- FMO is continuously working with on-going projects: ##% = Completed; UR=Under Review
  - Chapel Hill Apts. = 98%
  - Eastlake Market Ctr. – 80%
  - ELP-1 = 40%
  - New Whses (Rojas) = 40%
  - McDonalds = 15%
  - Cracker Barrel = Deferred
  - Whataburger = 15%
  - Chipotle = PR
  - Dollar Tree = 25%
  - Starbucks = Comms only
  - SISD Combo School = PR
  - Tire Club = 95%
  - Residential Communities
  - Fire Protection Systems
  - Fire Hydrant distribution
  - Tenant Improvements

- **Personnel**

- The following to report:
  - (1) Absent due to CoVID-19 Leave (6-days)
  - (1) On vacation during Thanksgiving Holidays (7-days)

- (1) On Family Leave due to illness (2-days)
- **Training**
  - Local and limited TCOLE Training, as required for “mandated” courses.
    - Legislative Updates; Crisis Intervention Trainings; etc.
- **Miscellaneous Activities & Information**
  - The plan storage room was re-organized for better storage & quick reference
  - On-going issue with El Paso Electric Company for building without approved plans & permit
    - 14681 Triumph
  - FMO made a significant impact on our “Aging Report” in September
  - FMO meet with ESD Legal & Chief Menendez to discuss legal matters within the District...
    - Citation process still pending. ESD District Attorney, Gilbert Sanchez to re-visit and move forward with our citation process. E-mail sent (10/23). Pending legal advice. Waiting to set-up a meeting (in person or virtual).

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

**10. Discussion of update on Community Education Program:** Report was given by Michael Willet from Touchstone. Touchstone has been having practice presentation meetings with the Chiefs to refine the PowerPoint presentation and to prepare for community meetings. Commissioner Mayberry asked if Touchstone could give an education session to the Board members on the do’s and don’ts for the election process. Touchstone will facilitate that in the future. Report was informational only, no action to be taken.

**11. Discussion and take action on Adding new Commissioner to Bank Accounts:** Fiscal Administrator Ames is asking the board to add Commissioner Booth to three of the ESD accounts. Motion to add Commissioner Booth to the Station Construction Acct#...1892; Operating Account – Acct#...1321; and Fire Marshal Acct# ... 8726. The authorized signers on these accounts will be as follows: Bill Mayberry, Jose Berumen, Amanda Anaya, Deanne Rankins, Jeffrey Booth and Katherine Ames. Motion made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carries.

**12. Discussion and take action on mapping services:** Motion to delete made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carries.

**13. Discussion and take action on confirming the map:** Sonya Aston from Coveler and Peeler asked that this item be tabled due to some portions of the map need to be verified before certification of the map can be done. Fiscal Administrator Ames asked that we might need a Special Meeting to certify the maps before our regular meeting. Motion to table made by Commissioner Rankins and seconded by Commissioner Berumen. Motion carries.

**14. Discussion and take action on purchase of Fire Equipment:** Chief Menendez presented a quote to purchase an additional gas monitor from account 8100.02 in the amount of \$4,368.89. Motion to approve purchase made by Commissioner Anaya and seconded by Commissioner Booth. Motion carries.

**Executive Session:** No Executive Session

**15. Discussion and take action on legal cases:** No Executive session held.

**Regular Session:**

**16. Discussion and take action on legal cases:** Motion to table made by Commissioner Berumen and Seconded by Commissioner Rankins. Motion carries.

**17. Discussion and take action on Board Officer election for 2021 year:** The officer positions are President, Vice- President, Treasurer, Assistant treasurer and Secretary. Motion by Commissioner Mayberry to keep all positions the same except to split the Treasurer and Secretary position into two offices, making Commissioner Anaya only the Treasurer and Elect Commissioner Booth as Secretary. Motion is seconded by Commissioner Anaya. Motion Carries. The officer will be as follows: Bill Mayberry, President; Jose Berumen, Vice-President; Amanda Anaya, Treasurer; Deanne Rankins, Assistant Treasurer; Jeff Booth, Secretary.

**18. For the good of the District:** Chief Menendez stated that there will be a Blood drive on Saturday. If you are interested in participating, you will need to sign-up for an appointment online using the link on our website. Commissioner Mayberry thanked the El Paso Fire Department for holding the Flu shot clinics at our station. Commissioner Mayberry presented a Commendation award to Chief Menendez.

**19. Set date and time for next meeting in January:** The next meeting will be January 28, 2021

**20. Adjourn:** Motion to adjourn made by Commissioner Anaya. Meeting was adjourned at 7:30 P.M.

Submitted by: Katherine Ames, Fiscal Administrator

Reviewed by: Cheri Bridges, Administrative Assistant