

Minutes of the March 25, 2021 Commissioners Meeting

1. **Call to order:** Meeting called to order at 6:30 pm
2. **Establishment of a quorum:** Commissioners present in building: Commissioner Mayberry, Commissioner Rankins, Commissioner Anaya and Commissioner Booth. Attending virtual: Commissioner Berumen
3. **Pledge of Allegiance:** The Pledge was recited.
4. **Presentations:** None
5. **Review and approve minutes of February 25, 2021 meeting:** Motion to approve minutes as presented made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carries.
6. **Election Matters:**

Review and take action on the following matters and Orders relating to conduct an election on the adoption of a sales and use tax in the District under Health and Safety Code §§ 775.0751 and 775.0752:

 - a. Action to approve a contract with the El Paso County Elections office for services relating to the conduct of the election.
 - b. To Consider and take action on such other Orders, Resolutions and related matters as required or appropriate to call for District sales tax Election on May 1, 2021 on the Proposition of allowing the adoption of a District sales and use tax.
 - c. Determine the canvassing date for the May 1, 2021 election.

Sonya Aston from Coveler and Peeler presented the contract from the Elections office. Commissioner Rankins asked where Exhibit A was that was mentioned in the contract. Mrs. Aston reported that this had been presented at a previous meeting and Fiscal Administrator Ames will provide a copy of this to the board. Motion to approve the contract as presented made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carries. Motion to table 6b and 6c made by Commissioner Berumen and seconded by Commissioner Rankins. Motion carries.
7. **Discussion of update on Community Education Program:** Wendy Duncan from Touchstone District Services provided an update on the election. The website is up and functioning and she encourages all to share events on Social media and make a 7-word comment. We are also paying for Facebook ads to spread our message to a larger population.

Fiscal Administrator Ames stated that we need some help at the Early polling places, and you can sign up with her. Agenda item was for discussion only. No action taken.

8. 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 – 20, Assistance – 18, Brush Fire – 10, Car Fire – 2, Leaks – 32, Medical – 190, MVA – 20, Structure Fire – 6, Inspections – 41.
- **Structure Fires**
 - **13307 Mitchell**
 - Dispatch received a call in reference to smoke in the kitchen at 19:31.
 - CH401 enroute at 19:33.
 - Horizon, Socorro, and Clint Fire Departments responded.
 - CH401 on scene 19:39.
 - At 19:41, CH401 reported the fire was contained in the stove and the smoke would be ventilated.
 - The Clint Fire Department was requested to stand down.
 - At 19:46, the fire was out. The call was in reference to a grease fire.
 - All units cleared at 20:01.
 - **13078 Wesleyan**
 - Dispatch received a call in reference to unknown what burning inside the residence at 17:36. The reporting party stated she tried to turn on the oven.
 - Horizon, Clint, and Socorro Fire Departments responded.
 - Once on scene (17:43), P402 reported of smoke coming from the stove with a small fire.
 - Additional responding units were requested to stand down.
 - Fire out 17:45.
 - All units cleared the scene at 17:55.
 - **13900 Horizon**
 - At 3:08, A Horizon City Police officer working an off duty at the Walmart requested for the fire department to be dispatched regarding smoke coming from the vent by the store entrance.
 - P402 enroute 3:11.
 - Horizon and Socorro Fire Departments responded.
 - P403 on scene 3:16. P403 reported had visual on light smoke coming from the entrance.
 - At 3:21, P403 made his way to the roof to check multiple air conditioner units.
 - At 3:36, P403 reported he spoke to the store manager who stated the smoke was due to a bad furnace.
 - Additional responding units were requested to stand down.
 - The furnace was shut off by the store manager and all units cleared at 4:02.

- **15340 Northport**
- At 15:07, dispatch received a call in reference to smoke on the side of the residence.
- P402 enroute at 15:10.
- Horizon and Socorro Fire Departments responded.
- RT401 on scene 15:13.
- At 15:14, RT401 advised of small haze on the wall.
- P403 tore the wall apart to try and find the extension.
- Additional responding units were requested to cancel.
- All units cleared at 15:33.

- **1942 Aviation Way**
- Dispatch received a call in reference to a chimney and the wall of the residence on fire at 18:03.
- P403 enroute 18:05.
- Horizon and Socorro Fire Departments responded.
- At 18:11, the reporting party advised the residence was fully engulfed.
- At 18:12, CH401 had visual of the roof on fire.
- CH401 on scene at 18:15.
- CH401 reported heavy smoke on the Charlie Delta corner.
- Fire investigator was requested.
- Water on fire 18:23.
- At 18:27, CH401 reported there was still heavy black smoke but no flames.
- Mobile air was requested at 18:35.
- Interior fire knocked out 18:51.
- Fire under control 19:06.
- All units cleared at 21:00.

- **13558 Ocean**
- Dispatch received a call in reference to a roof on fire at 00:56. The reporting party had visual on flames coming from the fire place. The fire was started spreading.
- P403 enroute 00:57.
- At 1:09, P403 on scene reported of fire on the Charlie Delta corner.
- Fire under control 1:14.
- Fire out 1:47.
- A fire investigator was requested.
- All units cleared at 3:09.

- **Search and Rescue**
- **15600 Montana (Red Sands)**

- Dispatch received a call in reference to a male who fell into a hole who possibly had a broken leg and injuries to his hands at 14:41. His exact location was unknown.
 - CH402 enroute 14:58.
 - At 16:01, CH402 made contact with the reporting party who stated the male was helped and taken to the emergency room.
 - All units cleared at 16:41.
- **Structure Fires out of District**
 - 19321 Knox (Tornillo)
 - 13661 La Von (Montana Vista)
 - 431 Valle Los Coronados (Socorro)

Fire Marshal Guillen asked if any of the fires were due to fireplaces. The Chief Reported that two of the fires were due to fireplaces. Motion to approve report made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carries.

9. 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 February :** 318
- **Station 1 Calls:** 207 **Station 2 Calls:** 111
- **Calls for the year 2021:** 641
- **Stipend:** \$49,477.74 (Two periods)
- **Hours:** 4,036.50
- **FMO:** Two polices have been created and are on the agenda for review. Operations will be attending a walk through on the 31st of March at Amazon.
- **Training:** TEEEX conducted a Haz Mat awareness and Operations course. We had 22 students in the class. We will be training on the new SCOTTS that arrived the second week of April.
- **CoVID 19:** No one currently out on CoVID
- **Fleet:** Rescue 403 almost complete with lighting. Rescue 405 repairs are complete. Unit was picked up today.
- **Personnel:** Interviewed 8 potential candidates on Wednesday. All 8 were accepted and will start in April.
- **Fire Response:** Six total call outs for Structure fires. Two were working fires that involved fireplaces.
- **Building Construction:** Warranty work still be performed at station 2. Wrapping items up, only have one or two items left. Shower completed at Station 2 that was leaking. No issues to report, covered under warranty.
- **Misc.:** Multiple call outs for Special Operations response. First was a male that fell into a hole at Red Sands. C*SAR team was activated, male was assisted by bystanders in the area and was taken to the hospital before units could locate. Second was a male who had injuries from an assault, C*SAR team was activated, male was located by father and

taken to the hospital prior to team locating. Drone Call out accord at the same time, once the initial incident was cleared drone was no longer needed. Request was for a male who fled an MVA and was in the desert area. Responded to a Confined Space where a male fell into a manhole approximately 25 ft. El Paso Fire assisted Horizon crews. CH 401 made entry and rescued the male out of the hole. He had sustained minor injuries. There was a total of 8 rope techs on the scene, assisting with incident. Lastly Drone call out for missing juvenile in the desert area. Drone was flown for 1.5 hours, negative contact made. Save a pet decals have been created a memo on how and where to place these stickers will follow.

Commissioner Mayberry asked questions about the mobile air and how it is utilized. The Chief gave more of an explanation of how it is used on scene and the capacity abilities. Motion to accept Chief's report made by Commissioner Rankins and seconded by Commissioner Berumen. Motion carries.

10. 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:** Detailed report from QuickBooks was presented to the Board

	LAST MONTH	THIS MONTH	TOTAL for 2021	TOTAL for 2020
Construction	13 for Jan	42 for Feb	55	309

- **Annual Fire Safety Inspections**
 - 29 = FMO Inspection Results for February 2021.
 - 1 – On-going Stop Work Orders (SWO) EP Electric Substation at 14681 Triumph.
- **New Building Construction**
 - FMO is continuously working with on-going projects: ###% = Completed; UR=Under Review; PR=Permit Released; Comms=Communicating
 - Chapel Hill Apts. = 100%
 - McDonalds = 100%
 - Alamo Drafthouse 100%
 - Burger Kings 100%
 - Eastlake Market Ctr. – 85%
 - Whataburger = 85%
 - New Whses (Rojas) = 75%
 - ELP-1=60%
 - Rack Room Shoes =60%
 - Chipotle = 50%
 - SISD Combo School = 10%
 - Starbucks = Email Comms Only
 - Cracker Barrel = Deferred
 - Residential Communities
 - Fire Protection Systems

- Fire Hydrant distribution
- Tenant Improvements
- **Personnel**
 - No issues to report...
 - Requesting additional employees (DFM's) for FY22
- **Training**
 - Local and limited TCOLE Training, as required for “mandated” Peace Officer courses.
 - AFM Ornelas participated within the Edu-Code Virtual Training for ICC CE's.
- **Miscellaneous Activities & Information**
 - We are still dealing with the on-going issue with EP Electric Co. for building without approved plans & permit at 14681 Triumph (legal to provide update)
 - FMO is monitoring our “Aging Report” monthly...
 - FMO is pending an outcome to the discussion of legal matters within the District...
 - Citation process still pending. Pending legal advice.

Commissioner Berumen asked what percentage has the workload increased? Fire Marshal Guillen stated he did not have a percentage but that the workload has increased significantly. Commissioner Berumen also asked about the workspace capacity. Mr. Guillen said that they are making do with what they have but some days it can be difficult, but that additional staff will be needed in the new budget. Chief Menendez stated that additional staff will be considered when budgeting for the next Fiscal Year along with the ESD building. Motion to approve the report as presented made by Commissioner Anaya and seconded by Commissioner Booth. Motion carries.

11. Discussion and take action on Surplus equipment: Chief Menendez presented the surplus form with a shed, toolbox and Fire hose. He is asking the board to surplus all the items. The shed and toolbox will be sold by blind auction internally and the Fire hose will be donated to organizations for non-firefighting use. Motion to approve made by Commissioner Anaya and seconded by Commissioner Booth. Motion carries.

12. Discussion and take action on Policy to reduce cost of FMO fees for churches and Municipalities: Chief Menendez presented the Policy as drafted by our attorney based on a similar policy that Town of Horizon has. There were some changes made to the minimum project cost amount for reduction and number of days to submit request prior to BOC meeting. There was a question about how this would affect a prior legal agreement with a local School District. Which Attorney Sanchez stated this would not impact that agreement. Commissioner Booth asked about criteria for the board to determine the percentage of reduction of fees. Attorney Sanchez stated that would be more of internal guidelines and should not be a part of the policy. More discussion took place on the policy. Motion to approve the policy as written made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carries.

13. Discussion and take action on purchase of new property: Michael Livingston signed up to make a public comment on this agenda item. He provided maps of two portions of land that is for sale on Kenazo. It is currently \$12.00 per square foot and is PUD land. The price can be negotiated especially if it is made in a bulk purchase. The property has onsite utilities, and the depth of the lot is 350 square feet deep from Kenazo for both pieces of property. Both properties are also considered raw land meaning it needs to be cleared

off before it can be graded. The Chief will ask legal about zoning of the land. Chief Menendez also spoke that the land presented at a previous meeting and the similarities and difference in them. Motion to table made by Commissioner Booth and seconded by Commissioner Rankins. Motion carries.

14. Discussion and take action on Purchase of Bunker Gear: Chief Menendez presented a quote to purchase 6 sets of gear in the amount of \$18,576.00 from account 9500.01. Motion to approve the quote made by Commissioner Berumen and seconded by Commissioner Rankins. Motion carries.

15. Discussion and take action on purchase of Fire Equipment: Chief Menendez presented 2 quotes for Fire Equipment. The first quote was from Witmer Public Service Group for 11 sets of boots in the amount of \$6,828.88 from account 9100.02. Motion to approve made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carries. Second quote is from W.S. Darley for replacement scene lighting for Q-401 in the amount of \$4,618.00 from account 9300.02. This will be installed by us. Motion to approve made by Commissioner Booth and seconded by Commissioner Rankins. Motion carries.

Executive Session: No Executive Session

Regular Session:

16. For the Good of the District: Chief Menendez reported that the Fire Fighters will be walking the blocks in our District four Saturday's leading up to the election. We will be having a virtual Community meeting on March 31st at 7:00pm and everyone is invited to attend. Fiscal Administrator Ames will email a schedule of election events to the Board. Commissioner Berumen stated he will be researching the ability to launch our drone from anywhere with an FAA License.

17. Set date and time for next meeting in April: The next meeting will be April 22, 2021

18. Adjourn: Motion to adjourn made by Commissioner Booth. Meeting was adjourned at 8:15 P.M.

Submitted by: Katherine Ames, Fiscal Administrator

Reviewed by: Cheri Bridges, Administrative Assistant