

## Minutes of the April 22, 2021 Commissioners Meeting

1. **Call to order:** Meeting called to order at 6:30 pm
2. **Establishment of a quorum:** Commissioner Mayberry, Commissioner Berumen, Commissioner Anaya, Commissioner Rankins, Commissioner Booth.
3. **Pledge of Allegiance:** The Pledge was recited.
4. **Presentations:** None
5. Review and approve minutes of March 25, 2021 meeting: Motion to approve as presented by Commissioner Berumen. Seconded by Commissioner Anaya. 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. 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.
  - b. Determine the canvassing date for the May 1, 2021 election.

Sonya Aston from Coveler and Peeler is asking the Board to schedule a canvassing date. Motion to set meeting for May 10 at 6:00pm. Motion made by Commissioner Anaya and seconded by Commissioner Berumen. Motion made to table item a made by Commissioner Booth and seconded by Commissioner Rankins. Motion carries.
7. **Discussion of update on Community Education Program:** Wendy Duncan spoke about the hard work that the department has been putting in for the Social events, walk the blocks and working the polling places. The Social media posts are going well, and Vanessa has been doing an amazing job with this. Chief Menendez spoke about the two meet the Chief events we have had so far. The first one was at Amber's Coffee House where we met with great people that we were able to educate about the Proposition. The second event was at the Horizon Vista Markets which was a very quick pitch of the proposition to customers coming into the business. We have one more event at Don Carbon next Thursday. We had a Facebook live at each event. Katherine spoke about the walk the blocks and that we have reached about 6,500 homes thus far and we have one more walk the block. We have been

working the polls with our volunteers and this has proven to be affective in educating people before they vote. After three days we have had 286 voters in our district. Wendy encourages everyone to continue to use social media and word by mouth to spread the word. Special thanks to our Commissioners who have been pitching in to work the polls, walk the block, putting up signs in our community and visiting business to get posters up. We also had an article in the West Texas County Courier from the Chief about the Proposition. Item was information 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 35, Assistance 21, Brush Fire 9, Car Fire 1, Leaks 15, Medical 188, MVA 26, Structure Fire 8, Inspections 44; CoVID – 25 confirmed and 19 PCP.
- **Structure Fires**
  - **12749 Bunyan**
    - Dispatch received a call in reference to a shed on fire at 14:47.
    - Horizon, Clint, Socorro Fire Departments responded.
    - Q401 enroute 14:50.
    - P402 first unit on scene at 14:55.
    - P402 requested for additional responding units to stand down at 14:58.
    - Fire extinguished 15:03.
    - Scene was cleared at 15:43.
  - **14753 Susser**
    - Dispatch received a call in reference to a large outside fire at 8:58.
    - Q401 enroute at 9:00.
    - A second call was received and the reporting party stated a mobile home had also caught fire.
    - Horizon, Clint, and Socorro Fire Departments responded.
    - B401 first unit on scene at 9:06. B401 reported the brush fire was spreading underneath the mobile home.
    - Fire under control at 9:13.
    - Additional responding units were requested to cancel.
    - All units cleared the scene at 9:59.
  - **524 Cascada**
    - Dispatch received a call in reference to a shed on fire at 13:08. The reporting party stated the fire was spreading and another garage home in the back had caught fire.
    - Horizon, Clint, and Socorro Fire Departments responded.
    - P402 enroute at 13:10
    - DPS arrived on scene and stated the home was on fire at 13:13.
    - Q401 first unit on scene at 13:17.
    - Water on fire 13:19.
    - Fire under control 13:27.

- Fire out 13:49.
- All units cleared the scene at 14:52.
  
- **13800 Eastlake @ Family Dollar**
- Dispatch received a call in reference to burnt smell and a small amount of smoke underneath the cooler at 11:59.
- Horizon and Clint Fire Departments responded.
- Q401 enroute at 12:01.
- At 12:03, a Horizon Police officer arrived on scene and reported of a possible electrical short in the cooler. No fire or smoke were visible.
- RT401 first unit on scene at 12:05.
- Additional responding units were requested to cancel.
- All units cleared the scene at 12:28.
  
- **779 Lanner**
- Dispatch received a call in reference to a house on fire at 12:03. The reporting party stated had visual on flames. The homeowner advised the fire had been extinguished at 12:04. He advised the fire started with his turtle's heat lamp.
- Horizon, Clint, and the Socorro Fire Departments responded.
- Q401 enroute 12:06.
- CH401 first unit on scene 12:11.
- At 12:14, CH401 requested for any responding units to stand down.
- At 12:23, CH401 reported the fire was extinguished it was determined there was a short on the exterior of the structure. All units cleared.
  
- **445 Clairborne**
- Dispatch received a call from P403 stating he received a call at the station regarding the smell of smoke inside the residence at 12:17.
- Horizon and the Socorro Fire Departments responded.
- SQ04 enroute 12:18.
- P403 first unit on scene 12:21.
- At 12:23, P403 advised all responding units he would handle. The call was in reference to burnt fluid.
- P403 cleared the call at 12:25.
  
- **700 Palmer**
- Dispatch received a call in reference to a mobile home on fire at 15:31.
- Horizon, Clint, and Socorro Fire Departments responded.
- P403 enroute 15:32.
- At 15:35, P403 had visual on heavy smoke.
- An EPSO deputy arrived on scene at 15:36 and reported a fully engulfed structure.
- P403 first unit on scene 15:38.
- Fire under control 15:58.

- The Red Cross was requested due to a displaced occupant.
- All units cleared at 17:45.
  
- **324 Las Colinas**
  - Dispatch received a call in reference to a fully engulfed vehicle at 00:54.
  - P403 enroute 00:55.
  - A Horizon Police officer arrived on scene and stated several trees were on fire and the residence started to catch on fire.
  - The call was upgraded to a structure fire and Socorro and Clint Fire Department were notified at 1:01.
  - Socorro and Tribal Fire Departments responded.
  - P403 first unit to arrive on scene at 1:03. P403 reported a fully engulfed residence.
  - Fire under control 1:06.
  - Fire extinguished 1:11.
  - A fire investigator was requested to the scene.
  - Additional responding units were requested to stand down.
  - All units cleared at 3:14. The scene was turned over to the fire investigator.
  
- **Search and Rescue**
  - **Iota/Rosepine**
    - Dispatch received a call in reference to a male in the desert area with head injuries.
    - RT401 enroute at 2:49.
    - CH401 enroute with drone at 4:25.
    - A friend of the patient was located in the area who advised the patient was transported to Providence Horizon Campus by his father but was being combative and refused treatment. The friend called and stated the patient would be returning to the hospital.
    - At 4:48, SAR incident was terminated due to call being in reference to a motor vehicle accident.
    - Horizon Police officers responded to Providence Horizon Campus.
    - At 5:05, police and fire units cleared. RT401 made contact with the father of the patient who confirmed the patient was refusing to answer phone calls. No contact was made with the patient.
  
- **Structure Fires out of District**
  1. 948 Blackmon (Clint)
  2. 4930 Kreuger (Montana Vista)
  3. 777 Soya (Socorro)
  4. 15526 Sun Drop (Montana Vista)
  5. 3700 Julie Marie (Montana Vista)
  6. 14280 Fortuna (Clint)
  7. 14283 Fortuna (Clint)
  8. 11128 Eleanor Coldwell (Socorro)

Motion to approve report made by Commissioner Berumen and seconded by Commissioner Booth. 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 March:** 320
- **Station 1 Calls:** 237                      **Station 2 Calls:** 83
- **Calls for the year 2021:** 1045
- **Stipend:** \$50,829.82 (Two periods)
- **Hours:** 4,157.00
- **FMO:** Staff from the FMO will be heading to Houston to look at an Amazon facility that is completed and in operation. This is to look at the robotics for the facility being built here in the county.
- **Training:** Average attendance has been about 30 to 35. The infection control nurse gave a presentation at the last meeting.
- **CoVID 19:** No one currently out on CoVID
- **Fleet:** Old Utility 401 was taken to auction and sold for \$8300.00. R405 and P403 both had mechanical issues while returning from scenes. Both involved radiator hoses, a fix has been made in hopes of preventing this from happening again.
- **Personnel:** We had 8 rookies start this past week. Three members resigned as they had conflicts with work. 5 of our members will be attending the EPFD academy starting in May. They will be out for 6 months plus.
- **Fire Response:** Responded to a structure fire at 700 Palmer, fire started in the kitchen. Fire on Las Colonias assisted Clint. Fire involved multiple cars and house.
- **Building Construction:** Captain Kovach sent some images to MedLock for some warranty issues. This was sent on April 19, mostly deal with cracks in concrete walls outside, and an area inside. Generator has a fault light.
- **Misc.:** Working with DSHS on facilitating CoVID vaccines at St #2. This would occur on a Saturday; exact date is still in the works. We were reimbursed for the tow of Rescue 405, cost was \$1600 as it was after hours, on a weekend and a holiday. The other charge for tow is being sent to the insurance. This is a legislative year, I have been working with the county Daniel Collins with providing information to support, oppose, or give no opinion. Those bills are:
  - HB 1819 Fire code in areas that land covers two Counties. To include municipalities.
    - No Opinion
  - HB 2242 relating to injury or leave of absence for county and municipal FF's and PD. Would allow for up to one year of paid leave.
    - For
  - HB 4037 County authority to balance bill for county air ambulance service. Would allow for payment by insurance even if not full amount be considered to be paid in full.
    - No Opinion

Commissioner Mayberry stated that he had consulted with Chief Menendez on the house bills in the past month. Motion to approve report made by Commissioner Berumen and seconded by Commissioner Anaya. 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	42 for Feb	40 for March	95	309

- **Annual Fire Safety Inspections**
  - 28 = FMO Inspection Results for February 2021.
  - 00 –Stop Work Orders (SWO)
- **New Building Construction**
  - FMO is continuously working with on-going projects: ##% = Completed; UR=Under Review; PR=Permit Released; Comms=Communicating
    - Eastlake Market Ctr. – 100%
    - New Whses (Rojas) = 85%
    - ELP-1=60%
    - Rack Room Shoes =70%
    - Chipotle = 70%
    - SISD Combo School = 20%
    - Starbucks = 20%
    - Postal Annex = 20%
    - Pieology = 20%
    - Cracker Barrel = Deferred
    - Residential Communities
    - Fire Protection Systems
    - Fire Hydrant distribution
    - Tenant Improvements
- **Personnel**
  - Requesting additional employees (DFM’s) for FY22...
  - Seeking to start recruiting and or placing advertisement within El Paso Help Wanted
    - May = Advertise; June/July = Interview; Aug./Sept. = Hire
- **Training**
  - Local and limited TCOLE Training, as required for “mandated” Peace Officer courses.
  - HFD & FMO performed a walk-thru (training event) at the existing conditions for ELP-1 (Amazon)
  - Planning a trip to an existing Amazon Facility in Houston for training...
- **Miscellaneous Activities & Information**
  - We are still working with EP Electric Co. for building without approved plans/permit at 14681 Triumph

- Legal to provide an update to the BOC.
- Received an update from legal for the Rodriguez case.
  - Legal to provide an update to the BOC.
- FMO is monitoring our “Aging Report” monthly...
  - Many are blaming CoVID-19 for their delay...
- FMO is pending an outcome to the discussion of legal matters within the District...
  - Citation process still pending. Pending legal advice.
- **Future Events**
  - 2021 Texas Fire Marshal Conference within November 2<sup>nd</sup> thru 5<sup>th</sup> ...

Commissioner Berumen asked if neighboring departments have been invited for tours of the Amazon facility. The Chief explained that after their visit to the Amazon in Houston they will come and share the information but at this time the visit is only for our department because the building is within our district. The Fire Marshal gave additional input into future informational meetings with Battalion 6 in El Paso Fire and of course ESD #2. Commissioner Berumen also asked that Emergency management be considered in the meetings about Amazon as well. Commissioner Mayberry asked if we have a policy on businesses that have reoccurring Fire Alarms. FM Guillen spoke about what has been done in the past in working with the businesses that this may apply to help rectify the problem. Chief Menendez spoke about a policy we have currently, but because we do not have the citation process in place they cannot be cited. Commissioner Mayberry expressed his concern on this issue. Motion to approve made by Commissioner Rankins and seconded by Commissioner Booth. Motion carries.

**12. Discussion and take action on Reduction of Construction fees for Town of Horizon City:** (Item was moved up at request of Commissioner Mayberry) Chief Menendez spoke about the new Horizon Town Hall meeting and reviewed the use of the building and the use to the community. Michelle Padilla from the Town of Horizon spoke about the need for a new Police Station and that they have been working hard to get the building plans completed to break ground soon. Commissioner Mayberry also stated that our dispatch center will be moving into this new building which will also benefit our Fire Department. Commissioner Berumen asked if there were any changes that needed to be made to the process. Chief Menendez stated there will be a few changes that will be discussed in another agenda item. Commissioner Berumen asked the Fire Marshal if the reduction would cover his man hours for reviewing the plans. FM Guillen stated that we have always worked well with the Town of Horizon City and sees no concerns with the 50% reduction. Motion made by Commissioner Anaya to reduce their permit cost by 50% and seconded by Commissioner Berumen. Motion carries.

**13. Discussion and take action on Revision of Policy to reduce cost of FMO fees for Churches and Municipalities:** Chief Menendez presented the recommended changes to the policy to include the deletion of an application and changing it to a letter and a change in the person who receives and processes the requests. Commissioner Rankins asked why Churches was included in the agenda item. In the policy churches are not included this was a mistake on the agenda item. Motion to accept the revision made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carries.

**11. Discussion and take action on the 2<sup>nd</sup> Quarter Financial and Investment Reports:**

	<b>2nd Quarter 01-01-21 to 03-31-21</b>	<b>Percentage</b>	<b>2nd Quarter 01-01- 20 to 03-31-20</b>
<b>ESD Income</b>			
Budgeted Tax Collection	\$3,317,247.28		
Actual Collection	\$3,306,550.12	99.68%	99.24%
<i>Difference</i>	<b>-\$10,697.16</b>		
<b>Expense</b>			
ESD Budgeted Amount	\$3,392,463.68		
ESD Budget Spent	\$1,892,532.60	55.79%	53.63%
<i>Remain ESD Budget</i>	<b>\$1,499,931.08</b>	<b>44.21%</b>	
HFD Budgeted Amount	\$532,341.32		
HFD Budget Spent	\$168,927.83	31.73%	34%
<i>Remain HFD Budget</i>	<b>\$363,413.49</b>	<b>68.27%</b>	
Total Budgeted Amount	\$3,924,805.00		
Total Operating Spent	\$2,061,460.43	52.52%	52.08%
<i>Total Operating Available</i>	<b>\$1,863,344.57</b>	<b>47.48%</b>	
<b>FM Income</b>	\$226,679.91	49.48%	\$151,642.30
		Inc. \$75,037.61	
<b>Expense</b>			
Budgeted Amount	\$401,290.59		
FM Budget Spent	\$114,193.05	28.46%	41.99%
<i>Remaining Budget \$\$</i>	<b>\$287,097.54</b>	<b>71.54%</b>	
<b>Construction Account</b>			
Construction Budget Amount	\$301,063.00		
Construction Spent	\$800.10		
<i>Construction Remaining:</i>	<b>\$300,262.90</b>		
<b>ESD Reserve Balance:</b>	<b>\$1,278,042.49</b>		<b>\$295.83 Earnings</b>

Commissioner Berumen asked about investments and if we have found another company. Fiscal Administrator Ames stated that at this time we have not but in May, she will explore those options. Motion to approve report made by Commissioner Booth and seconded by Commissioner Berumen. Motion carries

- 14. Discussion and take action on revision of associated construction fees:** Chief Menendez spoke about the changes. The first one was removing a fraction of Thousand so we will be rounding project amounts up to the nearest 1,000. Also, there is a recommended change to the fire riser portion with reductions for business with large sprinkler systems. FM Guillen stated that this is a dynamic document. Commissioner Mayberry thanked the staff for creating a good document that sets the rules for the fees. Motion to approve changes made by Commissioner Rankins and seconded by Commissioner Rankins. Motion carries



**15. Discussion and take action on Revision of the PTO Policy:** Chief Menendez presented the revision to the PTO section of the employee handbook. The proposed change will be to change to the employees anniversary date and not month to make it more clear to the employee when PTO's will be granted and when you must use them. Motion to approve made by Commissioner Booth and seconded by Commissioner Rankins. Motion carries.

**16. Discussion and take action on Employee Health Insurance Renewal:** The Health Insurance renewal with TML was presented by Fiscal Administrator Ames. The renewal will cost \$219.60 more per year per employee, which is still affordable to the ESD. Motion to approve made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carries

**17. Discussion and take action on SAFE-D Conference:** Commissioner Mayberry spoke about the conference and gave the dates to the Board. We will book 7 rooms for now and then as time comes closer we can make adjustments to the reservations. Item was informational only and no action taken.

**18. Discussion and take action on purchase of new property:** Chief Menendez spoke about his meeting with Mr. Livingston and looked at different land available in our District. The Chief is also taking into consideration the use of the building and the business and schools around as to be good neighbors. He spoke about real estate agents and is still fact finding about cost of utilities for the properties. Mr. Livingston also recommended that we not "Warehouse" land which means buy a lot of land to sell later because which can be risky because the land the market is volatile. The Chief is also looking at the land that is most cost effective for our District. Commissioner Berumen stated this a need and not a want. Motion to table made by Commissioner Berumen and seconded by Commissioner Anaya. Motion carries.

**19. Discussion and take action on purchase of Fire Equipment:** Chief Menendez spoke about the purchase of scene lighting in the amount of \$4,160.00 from line amount 9300.02. The lights previously purchased are mounted on the truck whereas these are mobile to be moved around on scenes. Motion to approve made by Commissioner Berumen and second by Commissioner Anaya. Motion carries.

**Executive Session:** No Executive Session

**Regular Session:**

**20. For the Good of the District:** Commissioner Mayberry would like to thank everyone for pitching in with the election and everyone is doing a great job. Chief Menendez stated that COVID is not gone and that even though you are vaccinated you can still get COVID so stay healthy. Also, there will be more legal items on next month's agenda. Commissioner Booth wanted to thank all the volunteers during the Nations volunteer week, all their volunteer time is greatly appreciated. Meet the Chief event next Thursday from 5:00 to 7:00 at Don Carbon.

**21. Set date and time for next meeting in April:** The next meeting will be May 27, 2001

**22. Adjourn:** Motion to adjourn made by Commissioner Booth. Meeting was adjourned at 8:16 P.M.

Submitted by: Katherine Ames, Fiscal Administrator

Reviewed by: Cheri Bridges, Administrative Assistant