

## Minutes of the May 27, 2021 Commissioners Meeting

1. **Call to order:** Meeting called to order at 6:30 pm
2. **Establishment of a quorum:** Commissioner Mayberry and Commissioner Booth present in building. Commissioner Berumen, Commissioner Anaya and Commissioner Rankins present virtually.
3. **Pledge of Allegiance:** The Pledge was recited.
4. **Presentations:** None
5. **Review and approve minutes of April 22, 2021, and May 10, 2021** Motion to approve the minutes from April 22, 2021 and May 10, 2021 meeting made by Commissioner Booth 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 18, Assistance 14, Brush Fire 16, Car Fire 0, Leaks 17, Medical 177, MVA 40, Structure Fire 3, Inspections 62; CoVID – 5 confirmed and 29 PCP.
  - **Structure Fires**
    - **15610 Newkirk**
      - Dispatch received a call in reference to a carpenter shed on fire at 14:53.
      - P402 enroute 14:54.
      - Horizon and Clint Fire Departments responded.
      - CH401 on scene 15:02.
      - At 15:04, additional responding units were requested to stand down. The fire had been extinguished. Fire crews on scene were hitting hot spots.
      - All units cleared at 15:25.
    - **14561 Desierto Lindo**
      - Dispatch received a call in reference to a vanity on fire at 21:04.
      - P402 enroute at 21:05.
      - Horizon, Clint, and Socorro Fire Departments responded.
      - At 21:06, a Horizon Police Officer reported everyone was outside the residence and there was a lot smoke and had visual on flames. The fire was possibly initiated due to an electrical issue from the vanity. The electricity and gas were shut off.

- SQ404 on scene at 21:13.
- El Paso Electric and Texas Gas responded.
- Fire under control at 21:24.
- Additional responding units were requested to stand down at 21:24.
- A fire marshal and 1800 Board Up were requested to respond.
- Fire extinguished at 21:52.
- All units cleared at 23:27. The scene was turned over to the fire marshal.
  
- **14332 Sabio**
- Dispatch received a call in reference to a residence on fire at 2:34. The fire initiated in the garage.
- P403 enroute at 2:36.
- Horizon and Socorro Fire Departments responded.
- SQ404 on scene at 2:43.
- At 2:44, P403 reported nothing showing (smoke/flames).
- Additional responding units were requested to stand down.
- At 2:48, P403 advised had visual on dark smoke and would be making entry to attack. All utilities were shut off.
- Fire out 2:59.
- Smoke ventilated from the residence at 3:25.
- All units cleared at 3:59.
  
- **Search and Rescue**
  - **Pipeline/Ascencion**
  - Dispatch received a call at 13:09 in reference to a male lost in the desert stating had been walking for approximately an hour and felt dehydrated.
  - RT402 enroute 13:12.
  - Multiple units in the area at 13:25.
  - At 13:45, SAR402 was out with the patient.
  - Additional responding units were requested to stand down at 13:46.
  - LIFE assessed the patient who refused medical attention.
  - All units cleared at 14:19.
  
  - **11498 Janis**
  - Dispatch received a call-in reference to a male who fell in a ditch (approximately 50-60 ft deep) at 8:55.
  - Three minutes later a second call was received from the male advising he was hanging with one hand. He told the dispatcher he could not answer many questions and had to hang up because he needed both hands to hold himself from falling.
  - RT703 enroute at 8:57.
  - Rope rescue was requested to respond at 9:12.
  - Q401 enroute at 9:13.
  - At 9:19, RT401 requested for SAR Response to be activated.
  - At 9:34, P702 requested for any responding units to stand down.
  - Rescuer ascending with the patient at 9:48.

- Patient up on the top at 9:50.
- All personnel off the rope at 9:51.
- All units cleared at 10:10.

• **Structure Fires out of District**

1. 17953 Montana (Montana Vista)
2. 920 Blackmon (Clint)
3. 600 Stedham (Socorro)
4. 15021 Concept (Montana Vista)
5. 224 N Moon (Socorro)
6. 3750 Julie Marie (Montana Vista)
7. 700 Celum (Clint)

Motion to approve report made by Commissioner Anaya and seconded by Commissioner Berumen. 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 by Chief Menendez)

- **Calls for the month of April:** 295
- **Station 1 Calls:** 205      **Station 2 Calls:** 90
- **Calls for the year 2021:** 1288
- **Stipend:** \$ 68,655.49(Three pay periods)
- **Hours:** 5,651.75
- **FMO:** Staff from the FM office and myself observed the facility in Houston and walked throughout the building. Great information was obtained as to how the building and the contents will look once completed. Also, questions were answered the FM office had
- **Training:** Live fire training was held on Saturday 5/22/2021. I trained 7 personnel to be able to operate the forklift. Five from the FM office and two from operations. We now have 12 forklift operators.
- **CoVID 19:** No one currently out on CoVID
- **Fleet:** Br402 had a spring come loose and is being covered under warranty. CH 401 was in a minor accident; cause was the other driver changing lanes into vehicle. No damage was done to department vehicle. Private vehicle had a dent and scratches. Police report was filed for documentation. Incident report created case # 2021-04164. Rescue 403 in now in service but after a few days of use, the unit had a check engine light come on and was taken to Mission Chevrolet for repair. While conducting training the small drone was damaged. Altitude was approximately 10 ft. The unit malfunctioned and would not land, and it moved into the side of Heco Mountains striking the wall. No one was near the area. Unit will be sent into asses cost of repair; unit is covered insurance. 401 was the pilot when this occurred.
- **Personnel:** We are interviewing 13 candidates this week. So far 6 have been approved to the next process. There was one candidate who realized he did not have the time to dedicate to the department. FF Oscar Garcia retired from the department after 14 ½

years of service we wish him well. We did have one FF injury, fiber glass in hand causing irritation.

- **Fire Response:** We had three structure fires in district, the largest involving a shed. There were seven structure fire call outs out of district. The largest being in MVFD which involved a mobile home.
- **Building Construction:** Warranty repair is nearing the end of its one year. Captain Kovach is working on the remaining issues.
- **Misc.:** I am now HOD (Head of Department) through TCFP (Texas Commission on Fire Protection) for the ESD. We are on a probationary status pending documentation that needs to be submitted. I have assembled a committee of 5 from all divisions and ranks. This is to complete the checklist that is 11 pages long. Our target date is 6 months for completion as this involves creating policy and procedure and acquiring documentation from prior years.
- I have reached out to Mike Peach an ISO consultant as it is time we get graded again. The ISO representative will be here in December. Mike if contracted would come down in September. I have obtained quotes from him for doing the necessary work all the way up to evaluating our district. Each comes with a different price tag. I recommend that we use him to assess our district. This review would allow us to determine where the next station is needed, what apparatus we need to add to the fleet. How many paid staff do we need on operations, how many paid staff we need in the FM office among many other items. The cost will be introduced into the budget for this coming year.
- The new SCBA's are now in service and all personnel have been trained and have been issued their own mask as we did in the past.
- I was part of a committee involved in reviewing Annex F, which is for Firefighting. The final meeting to make changes is Thursday morning. There was no objection to the changes I recommended. Those being to include ESD #1 as primary and Horizon FD as our second name. Changing the responsibilities as to who calls for outside (state) assistance. Removing the Sherriff's office from being in charge of any large-scale county incident, it would intern work under unified command.
- We had two Search and Rescues, a male who had fallen off a steep embankment in Socorro. SAR Team responded and Rescued male from edge. Lastly male and female were lost in the desert and were dehydrated near Ascension. They were located and assisted, they refused any type of medical treatment or transport. This was in Horizon district first due.
- Working on Covid Vaccine clinic with Health department, to be administered on June 26 and the second date July 17. Weekly meeting being held to coordinate this, Infection Control Nurse Mrs. Mayberry and I have been attending.
- The Assistant Chief and I visited Canyon Lake, Georgetown and one other city and looked at, reviewed, rode in, responded in and met with the Chief of each department to discuss the Tiller and mid mount aerial in their fleet. We obtained some great information and will be presenting in the near future for a new aerial.
- Budget process has started, there will be a short turn around this year as we are limited on time.

- Lastly a Travel policy and discipline policy are being worked on with HR. These will be introduced next month.

Chief elaborated on the work on the annexations and some of the changes that have already been accepted. Commissioner Berumen asked how the HOD status affects the Volunteer Fire Department. The Chief stated that this does not affect them, it will only affect the ESD and the Fire Marshal office. This will regulate the ESD and FM staff and allows them to get on the TCFP roster which allows them to renew their certifications through the ESD. This has been a several month project due to the amount of paperwork required. Motion to approve report made by Commissioner Booth and seconded by Commissioner Anaya. 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:** Detailed report from QuickBooks was presented to the Board

	LAST MONTH	THIS MONTH	TOTAL for 2021	TOTAL for 2020
Construction	40 for March	48 for April	143	309

- **Annual Fire Safety Inspections**
  - 42 = FMO Inspection Results for March 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
    - New Whses (Rojas) = 95%
    - ELP-1=75%
    - Rack Room Shoes =80%
    - Ross = 80%
    - Postal Annex = 80%
    - DD’s Discount = 80%
    - 5-degree=ss Below = 80%
    - El Paso Slice = 75%
    - Starbucks = 40%
    - Picology = 40%
    - SISD Combo School = 30%
    - Auntie/Java Juice = 10%
    - Cracker Barrel = Deferred
    - Residential Communities
    - Fire Protection Systems
    - Fire Hydrant distribution
    - Tenant Improvements
- **Personnel**

- No issues to report.
- **Training**
  - FMO performed a walk-thru to view the existing fire sprinkler conditions for ELP-1 (Amazon).
  - Front desk training in the works for Diana and Cheri.
- **Miscellaneous Activities & Information**
  - We are preparing for the 2021 firework season, based on the County Judge's response.
  - We, FMO, will begin preparing for our annual FY22 Budget meetings with Chief & Katherine
- **Future Events**
  - 2021 Texas Fire Marshal Conference within November 2<sup>nd</sup> thru 5<sup>th</sup> ... 2 FMO personnel scheduled to attend.

Commissioner Berumen inquired about fast food restaurants asking customers to park in the Fire Lane while waiting for their food and we need to address this. He also asked about the Whataburger in the Eastlake shopping center and that the Fire Lane is in the drive thru. Fire Marsal Guillen spoke about the requirements of the Fire Lane for that building and the Drive thru was not required but the Contractor painted more of the lane then was approved by FMO. Fire Marshal Guillen will speak to the Whataburger Manager about the Fire Lane requirements at both locations as Commissioner Berumen brought up concerns about both locations. Motion to approve made by Commissioner Berumen and seconded by Commissioner Anaya. Motion carries.

9. **Discussion and take action on Election's report:** Fiscal Administrator Ames presented the financial report of the cost of the election. Currently the Election cost is under budget by \$55,629.68. We will have some additional cost associated with the law firm in filling all the forms with the Texas Comptrollers office. Motion to approve report made by Commissioner Booth and seconded by Commissioner Berumen. Motion Carries.
10. **Discussion and take action on the Re-adoption of the Investment Policy:** Fiscal Administrator Ames presented the Investment Policy. At this time there are no changes being made to the policy and she is asking for the Board to readopt the policy. Motion made by Commissioner Booth and seconded by Commissioner Anaya. Motion Carries.
11. **Discussion and take action on Budget reallocations:** Summary of recommended allocations were presented by Fiscal Admin Ames. Budget reallocations for the ESD and HFD budget total \$30,686.04. Motion to approve the reallocations made by Commissioner Booth and seconded by Commissioner Anaya. Motion carries.
12. **Discussion and take action on the Budget calendar:** Fiscal Admin presented the calendar and how the budget process will work. There were questions about the Sales Tax and how that will be budgeted. This was explained by Fiscal Admin Ames. Motion to approve made by Commissioner Berumen and seconded by Commissioner Booth. Motion carries.
13. **Discussion and take action on Personnel Records:** Commissioner Berumen is asking for this item to be tabled for further investigation. Motion made by Commissioner Berumen and seconded by Commissioner Anaya. Motion carries.
14. **Discussion and take action on Mobile Food Units Vending Requirements Resolution:**

Fire Marshal is asking to resend the Resolution 2016-001 and to replace it with Resolution 2021-001 which includes price changes for Operational permits and removed the LPG portion of the Resolution. Attorney Sanchez elaborated on the resolutions and the process to resend the original. Commissioner Berumen asked for the Fire Marshal to give an example of who this would affect. Motion to resend Resolution 2016-001 and adopt Resolution 2021-001 made by Commissioner Booth and seconded by Commissioner Anaya. Motion carries.

- 15. Discussion and take action on Surplus Equipment:** Chief Menendez explained about the items on the surplus list which includes one red helmet to be donated to a retiring Fire Fighter and the remaining items are the airpacks, bottles and masks. The Chief is proposing selling a complete set of pack, bottle and mask for \$1,500.00. If we do not receive this amount, then we would reduce the price and as a last option, donate to educational programs. Commissioner Mayberry made a motion to donate the helmet to the retired Firefighter and to follow the Chief's proposed plan on the airpacks. Motion seconded by Commissioner Berumen. Motion carries.
- 16. Discussion and take action on purchase of new property:** Chief Menendez is narrowing down the potential land for purchase. We will also be using legal to assist in this process. The chief is asking to table till next month. Motion to tabled made by Commissioner Berumen and seconded by Commissioner Booth. Motion carries.
- 17. Discussion and take action on Medical Oxygen Contract:** Fiscal Administrator Ames presented the contract renewal. This contract is for three years and the yearly price increase slightly each year. This vendor is easy to work with and provides good service and she is recommending the contract renewal. Motion to approve new contract made by Commissioner Booth and seconded by Commissioner Anaya. Motion carries.
- 18. Discussion and take action on TESRS Retroactive membership payment:** Chief Menendez stated that Cheri has been reviewing the Pension roster for the last few years and found that members were not getting credit for the time served on the department. The roster has been corrected but in doing so the extra payments we made will need to be retroactive to those corrected employees. The Chief is recommending that we make the retro payment in the amount of \$2,495.73 that would catch all employees up on the correct contributions. The pension board will continue to do yearly audits to make sure the roster continues to be correct. Motion to approve payment made by Commissioner Booth and seconded by Commissioner Anaya. Motion carries.
- 19. Discussion and take action on purchase of replacement Washer & Dryer for Station #1:** Chief Menendez presented a quote for a replacement washer and dryer for Station #1. \$2,044.00 for the purchase. Motion to approve purchase made by Commissioner Berumen and seconded by Commissioner Anaya. Motion carries.
- 20. Discussion and take action on purchase of Dispatch and Officer computers:** Chief Menendez presented a quote for a replacement laptop for LT Puentes and two replacement Dispatch computers for Station #2. These computers are older than five years and can no longer be updated with new software. Motion to approve purchase of three computers in the amount of \$5,574.00 from account 9000.01 made by Commissioner Booth seconded by Commissioner Anaya. Motion carries.
- 21. Discussion and take action on Open PO for Life Assist:** Chief Menendez is asking for another open PO for \$10,000.00 for Life-Assist as we have already spent the balance of

the previous Open PO. Commissioner Mayberry asked about group buying and if we have considered using something like this. The Chief is happy to investigate it. Motion to approve open PO for Life-Assist made by Commissioner Booth and seconded by Commissioner Berumen. Motion carries.

- 22. Discussion and take action on purchase of Fire Equipment:** Chief Menendez stated that last month the Board had approved a purchase for vehicle lighting from Casco but after further research the quoted parts were not correct. He is presenting a new quote to replace the other approved purchase. The purchase will come from account 9300.02 in the amount of \$5,460.00. Motion to approve the new quote and replace previous approved purchase made by Commissioner Booth and seconded by Commissioner Berumen. Chief Menendez presented another quote from the Fire Store for 30 Streamlights in the amount of \$4,086.15 from account 9100.02. This would be attached to the Firefighters gear for use on Fire Scenes. Motion to approve quote made by Commissioner Booth and seconded by Commissioner Berumen. Motion carries.

**Executive Session: Went into Executive session at 7:56.**

- 23. Discussion and take action on Citation Process:** No Action Taken

- 24. Discussion and take action on El Paso Electric Company project at 14681 triumph:**  
No Action Taken

- 25. Discussion and take action on 13633 Bachimba – Rodriguez case:** No Action Taken

**Regular Session:** Back in session at 8:48pm

- 26. Discussion and take action on Citation Process:** Motion to table made by Commissioner Anaya and seconded by Commissioner Booth. Motion carries.

- 27. Discussion and take action on El Paso Electric Company project at 14681 triumph:**  
For Information only no action taken. Motion to delete made by Commissioner Mayberry and seconded by Commissioner Anaya. Motion carries.

- 28. Discussion and take action on 13633 Bachimba – Rodriguez case:** Motion to proceed as advised by Attorney and discussed in Executive session made by Commissioner Booth and seconded by Commissioner Berumen. Motion carries,

- 29. For the Good of the District:** Chief would like to remind everyone of the vaccine clinics on June 26 and July 17<sup>th</sup> from 9:00 am to 5:00pm. Fiscal Administrator Ames asked that if the Commissioners have any addition to the budget to let her know. Fire Marshal Guillen asked if we were going to proceed with a Holiday party. We are looking at a baseball game in the beginning of July and we are also looking at a Christmas party as per Chief Menendez.



**30. Set date and time for next meeting in June:** The next meeting will be June 24, 2021, at 6:30 pm.

**31. Adjourn:** Motion to adjourn made by Commissioner Anaya. Meeting was adjourned at 8:53 pm.

Submitted by: Katherine Ames, Fiscal Administrator

Reviewed by: Cheri Bridges, Administrative Assistant