

Minutes of the June 24, 2021 Commissioners Meeting

1. **Call to order:** Meeting called to order at 6:31pm
2. **Establishment of a quorum:** Commissioner Mayberry, Commissioner Booth Commissioner Berumen, Commissioner Anaya and Commissioner Rankins present in building.
3. **Pledge of Allegiance:** The Pledge was recited.
4. **Presentations:** None
5. **Review and approve minutes May 27, 2021** – Motion to approve minutes as presented made by Commissioner Rankins 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 21, Assistance 15, Brush Fire 8, Car Fire 5, Leaks 14, Medical 227, MVA 34, Structure Fire 1, Inspections 62; CoVID – 2 confirmed and 28 PCP.
 - **Structure Fires**
 - **13137 Grand River**
 - Dispatch received a clone call from El Paso Sheriff's Office in reference to a fire in an abandoned building at 11:39.
 - Q401 enroute 11:40.
 - Horizon and Socorro Fire Departments responded.
 - Q401 on scene 11:49.
 - Q401 reported the call was in reference to a small brush fire in the back of an abandoned two story building.
 - Additional responding units were requested to stand down.
 - The call was in reference to an illegal burn.
 - Q401 cleared at 12:14.
 - **Structure Fires out of District**
 1. Woodrow/Bettina (Montana Vista)
 2. 10720 North Loop @ Food King (Socorro)
 3. 17921 Montana (Montana Vista)
 4. 434 Montreal (Socorro)

5. 130 Settler (Socorro)

Commissioner Berumen asked about the recent shooting in Horizon and if our crews were wearing their vests. Assist. Chief Ames confirmed that the crews were wearing their vests on the incidents. Motion to approve report made by Commissioner Booth and seconded by Commissioner Rankins. 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 Assistant Chief Ames)

- **Calls for the month of May:** 333
- **Station 1 Calls:** 234 **Station 2 Calls:** 99
- **Calls for the year 2021:** 1586
- **Stipend:** \$49,148.15 (Two pay periods)
- **Hours:** 4,315.50
- **FMO:** Fireworks season is upon us. Permits requests have started to come in for the 4th of July. Fireworks go on sale on June 24, as of now no fins or sticks are being allowed. An assessment will be done about 48 hours prior to the fourth by the Judge. At that time is when a ban on all fireworks could occur; This is dependent on the drought index.
- **Training:** Wednesday Night training attendance has been steady. Nothing new to report.
- **CoVID 19:** We had 3 unvaccinated rookies test positive for CoVid. The ICN was notified and sent a reminder message to all staff to continue CoVid guidelines if you are not vaccinated. All an attendance that day have been asked to self-monitor.
- **Fleet:** Pumper 402 is still out of service waiting for parts. Brush 402 has been repaired and was covered under warranty. Rescue 403 had an electrical issue and was also covered under warranty. Sar 401 stalled again and was started after an hour of sitting. We will be requesting this unit be made surplus and another unit that is the same size be purchased in the future (see Special Ops Notes).
- **Personnel:** After putting through 12 new hires, 2 left due to their fulltime jobs, 2 realized they were not in physical shape to join at this time. Another rookie submitted her letter as she sited personal reasons. The FM Office will be losing Deputy Fire Marshal Matt Roddam, his last day is June 29. We wish him the best of luck and hope in the future he returns. FM Guillen will be putting out a job announcement. We did have one firefighter suffer from Heat cramps while on a 18-wheeler fire. Another firefighter who is a rookie did not feel good while doing P.T. and was taken to the hospital. He was evaluated and received medical care.
- **Fire Response:** Units responded to a shed fire; fire was contained to the shed.
- **Special Operations:** It has been busy for the members of the Search and Rescue team. First call out was for a missing person in Fort Hancock. This was a mutual aid call, as they had limited staffing. We called for assistance from the Civil Air Patrol, as the terrain we needed to cover was large and very technical. They aided in the search and were very beneficial. The area we were tasked with covering was completely searched; Male was not located. Total time out was 8 hours, we only took 6 members, so that we had members in the county in case something happened. Drone 300 Heavy was also used in the search (this is the larger drone), Pilot was FST Torres. We did use all the SAR units;

they were very effective crossing the terrain that we encountered. One of the units broke down, the oldest of the SAR units.

Second callout was for a drone to assist with a missing girl. All three drone pilots responded (FST Torres, Captain Kovach, and myself). Drone pilot for this call was Captain Kovach. Prior to launching Ch 401 was flagged down as the aunt had spotted the missing child. HPD was advised and they rerouted to the last known location. Child was found, she had no medical issues and drone did not go airborne.

Third call out was for a male that fell 25 ft and struck his head. SAR team was called out, we had 18 members respond. Aviation was contacted by MVFD there were no air assets available at the time. We were able to get DPS from Alpine spun up, they had a 2-hour eta and Customs found a pilot to fly the A-star (smaller of the two helicopters) but had an hour and a half eta. Ch 401 was Mountain Ops and had made the decision not to wait for air assets and move on the ground. Pt was stable and receiving ALS care. Team moved pt down the mountain, and as we made it to the command post Customs was flying over our heads and was cancelled as well as DPS from Alpine. Pt was transferred to Life ambulance.

Fourth call out: Swift Water members were called out for a recovery at the canal in Socorro. A body was found in the water and was retrieved by four SAR members that responded to call. Scene was turned over to Socorro P.D. for investigation.

- **Building Construction:** Three items left on the warranty repair for station 2. Small cracks in the concrete and dead vegetation. Lastly the lights turning off to soon.
- **Misc.:** I have reached out to the County and city of Horizon for Cares funding. I submitted \$209,000 in requests. This included additional Life Pack 15 monitors, Face Masks for SCBA (Self Contained Breathing Apparatus) Radios, and a CoVID 19 response/supplies vehicle. I present to the city of Horizon towards the beginning of July. In speaking to the city, they have mentioned a possible amount of \$80,000 available but I need to present to council for approval.

July 4th we will have FF's staffing additional units for the 4th of July festivities. We will have food catered around 1600 hours and the trucks will be out around 1830 hours. All (Commissioner's, FMO, Admin, and of course Ops) are invited to come and eat. We will be monitoring the day before as it will be a Saturday for any need of bringing in additional staffing.

July 9th is our FF appreciation event at the Chihuahua's. The event starts at 1900 hours, and food is provided. Please RSVP with Cheri as soon as possible, so tickets can be obtained. This will be for all members to include all staff, Commissioners, Fire Marshal office, Admin, firefighters of all ranks. Immediate family will also be invited.

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.

Commissioner Berumen asked about water for the crews when they are on long calls. Assist. Chief Ames stated that they can use their fuel cards to get water at convenience stores. There is also water in coolers in the bay for the crews to put on the trucks. Commissioner Booth asked if the County or City had responded to the Chief's request for CARES funding. Assist. Chief Ames stated that the Chief is waiting to present at the Horizon City Council meeting in July. Fiscal Administrator Ames stated that the Chief had sent a request to Wally Hardgrove with the County of El Paso, but a response has not been received. Audrey Couder from the County of El Paso who was attending the meeting stated she would follow up with Mr. Hardgrove on this request. Motion to accept Chief's report made by Commissioner Boothe 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

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2021 Ttl.	2020 Ttl.
Construction	13	42	42	48	22	0	0	0	0	0	0	0	167	309

- **Annual Fire Safety Inspections**
 - 50 = FMO Annual Fire Safety Inspections for May 2021, as per Emergency Reporting.
 - 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) = 99%
 - ELP-1=80%
 - Rack Room Shoes =85%
 - Ross = 90%
 - Postal Annex = 90%
 - DD's Discount = 90%
 - 5-degree=ss Below = 85%
 - El Paso Slice = 80%
 - Starbucks = 60%
 - Picology = 80%
 - SISD Combo School = 40%
 - Auntie/Java Juice = 20%
 - Cracker Barrel = Deferred
 - Residential Communities
 - Fire Protection Systems
 - Fire Hydrant distribution

- Tenant Improvements
- **Personnel**
 - DFM Matt Roddam has issued his resignation effective 06/30/2021.
 - EPC ESD #1 – FMO will need to replace DFM Roddam ASAP due to an over-load of work. An Advertisement for the position has been published.
- **Training**
 - Front desk training started in June for Diana and Cheri, based on the daily SOPs for the FMO.
- **Miscellaneous Activities & Information**
 - We are preparing for the 2021 firework season.
 - EPC ESD #1 has currently (4) applicants for multiple FWS's
 - We, FMO, has begun our annual FY22 Budget meetings with Katherine.
 - The FM office has been paid the penalty fees form El Paso Electric and also been reimbursed for the Amazon Site visit.
- **Future Events**
 - 2021 Texas Fire Marshal Conference within November 2nd thru 5th ... 2 FMO personnel scheduled to attend.

Commissioner Berumen asked about the Fire Lane violations that he spoke about at the last meeting. FM Guillen stated that he did follow up on this request. He found that the Whataburger at Eastlake should not have painted the Drive through as a Fire Lane and that Fire trucks would not be able to travel through that lane. As far as Don Carbon the Fire lane is to code. Follow up questions were asked by Commissioner Berumen and he stated that he might come and ride along with FM Guillen to get further information. Commissioner Mayberry asked FM about Fire Lane rules around Walmart. FM Guillen explained the rules and also asked how the board wants him to proceed as far as citations when that process is in place. The Commissioners will visit with the Fire Marshal for further investigation on this topic. Commissioner Mayberry asked a follow up question about the parking requirement for Fire Works stands. FM Guillen stated that there is a parking lot designated on the plans by the Fire Works stands. FMO does not have jurisdiction over the customers and where they park. Motion to approve made by Commissioner Berumen and seconded by Commissioner Booth. Motion carries.

9. Discussion and take action on Preliminary Budget for FY 21-22: Fiscal

Administrator Ames reviewed the Preliminary budget. A Pie chart with breakdown of the budget was reviewed. Preliminarily, 26% of the budget will go to Liability & Interest, 23% to Payroll and Salaries, 12% to Capital Improvements, 10% to Professional Services, 9% to General Expenses, 5% to Repair & Maintenance, 4% to Collections/Dispatch/ Radio Fees, Equipment, and Insurances and 3% to FD Supplies. She also reviewed the largest category increases in the ESD budget were due in part to additional payments to loans, the ESD Retirement System, R&M of Building and office for necessary upgrades and professional fees for the impending ESD building construction project. Decreases included Health insurance as this will now be cost shared with the FM budget, advertising, meals and legal services. In the Fire Department budget increases were attributed to additional equipment, vehicles as well as replacement of outdated technology. Another factor was an increased number of volunteers requiring the department to have additional basic supplies for personnel. The Fire Marshal budget increases are due to the request for additional personnel and equipment and vehicle addition. Our preliminary budget is estimated to be over by 1.1 million dollars; however, the departments were asked to include all projects that they would like to see in the next budget year. We will be prioritizing these budgets and then

cut the ones that cannot be funded at this time. The Fire Marshal budget, as it stands, can be 100% funded by the revenue that is currently in that account. Commissioner Berumen asked if we should cut out one of the additional truck payments to pay for the unfunded balance for the ESD Retirement. Fiscal Admin Ames stated that is a possibility and will be considered when making cuts to the budget. Commissioner Rankins asked how the Capital Improvement plan played into the budget. Fiscal Admin Ames stated that she will go back and review the plan and make sure that all the items were accounted for in the budget. Motion to accept the Preliminary budget made by Commissioner Rankins, seconded by Commissioner Booth. Motion carries.

10. Discussion and take action on Personnel Records: Commissioner Berumen has not had the opportunity to meet with HR and the Chief and is asking for this item to be tabled. Motion to table made by Commissioner Berumen and seconded by Commissioner Anaya. Motion carries.

11. Discussion and take action on Surplus Equipment: Assist. Chief Ames presented the items on the Surplus list, which is the washer and dryer, an Apple laptop and SAR 401. Chief Menendez has a call in to the Sheriff's Office as to how we may surplus SAR-401 it as it was bought with a grant. Washer and dryer will be auctioned – Motion made by Commissioner Mayberry and seconded by Commissioner Rankins. Motion to destroy the mac book made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carries. On SAR-401 – the item needs to be either returned to the Sheriff's office or trade it in on a new one. Motion made by Commissioner Rankins and seconded by Commissioner Booth. Motion carries.

12. Discussion and take action on Budget Reallocations: Commissioner Mayberry was consulted ahead of time about the AC replacement for Station #1 and it was deemed an emergency purchase. Motion to reallocate \$19, 446.79 to R&M of Building and Infection Control made by Commissioner Booth and seconded by Commissioner Anaya. Motion carries.

13. Discussion and take action on purchase of new property: Assist. Chief Ames presented the 2 options for land purchase. The most desirable one is the 10.39 acres that is being sold by Hunt Communities. An Email was sent to the Commissioners with the Hunt offer and the strategy for price negotiations. This land is more desirable because it is a deeper property and would give us more room for a warehouse and facilities and would be less like a shopping center which is what property #2 would be like. Commissioner Rankins asked if the training facility would be on this land as well and it was stated that it is not being considered on this property at this time. Commissioner Mayberry asked about the Hunt requirements for this land and if it would be the same as Station #2. That information is not known at this time, but the Assist. Chief will follow up. He also asked if the Chief has made a plan for the buildings layout so that we could determine if there is enough or too much land for the building. Assist. Chief Ames stated that has not been determined at this time but will be investigated. Commissioner Berumen asked FM Guillen what his opinion on this land was and if it would serve our purpose. FM Guillen stated that he believes a building committee should be formed to address all the questions posed tonight and that because it is in the City of Horizon the building official should also be consulted. Assist Chief Ames is asking that the Board allow the Chief to be allowed to negotiate the price of the land as sated in previous correspondence. Motion to allow for negotiations with Hunt made by Commissioner Booth and seconded by Commissioner Berumen. Motion carries.

- 14. Discussion and take action on Target Solutions Contract:** Assist. Chief Ames presented the contract renewal for Target Solutions which is the online training program the Fire Department uses. The contract is a 36-month contract for 75 users in the amount of \$7,145.00. This contract will take affect starting 12/31/21. Motion to approve made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carries.
- 15. Discussion and take action on purchase of Foam and Microblaze:** Assist, Chief Ames presented a quote from Daco for 75 pails of Foam and 30 pails of microblaze, in the amount of \$8,775.00 from account 8100.02. Motion to approve made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carries.
- 16. Discussion and take action on purchase of Fire Equipment:** Assist. Chief Ames is asking for the item to be deleted. Motion to delete made by Commissioner Mayberry and seconded by Commissioner Anya. Motion carries.
- 17. Discussion and take action on Citation Process:** Attorney Gilbert Sanchez met with FM Guillen on this topic and Mr. Sanchez also reached out the courts to explore the process. He is asking for this item to be tabled. Motion to table made by Commissioner Berumen and seconded by commissioner Booth. Motion carries.

Executive Session: None.

- 18. For the Good of the District:** Reminder that we will have a COVID Vaccine Clinic on Saturday from 8:00 to 5:00 pm at Station #2. Budget workshop July 28th at 6:00pm
- 19. Set date and time for next meeting in June:** The next meeting will be July 22, 2021.
- 20. Adjourn:** Motion to adjourn made by Commissioner Booth Meeting was adjourned at 7:56pm.

Submitted by: Katherine Ames, Fiscal Administrator

Reviewed by: Cheri Bridges, Administrative Assistant