

## Minutes of the July 22, 2021 Commissioners Meeting

1. **Call to order:** 6:40 pm
2. **Establishment of a quorum:** Commissioner Mayberry, Commissioner Booth Commissioner Anaya and Commissioner Rankins present in building. Commissioner Berumen present virtually.
3. **Pledge of Allegiance:** The Pledge was recited.
4. **Presentations:** None
5. **Review and approve minutes June 24, 2021:** Motion to approve minutes as presented 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 21, Brush Fire 11, Car Fire 2, Leaks 21, Medical 222, MVA 34, Structure Fire 3, Inspections 61; CoVID – 0 confirmed and 16 PCP.

### Structure Fires

- **765 Jones Point**
  - Dispatch received a call in reference to a shed on fire at 16:55. The homeowner advised her husband burned his arms.
  - Q401 enroute 16:56.
  - Horizon, Clint and Socorro Fire Departments responded.
  - At 17:01, dispatch was advised the fire was extinguished.
  - Q401 on scene 17:05.
  - At 17:06, Q401 reported the fire was out and requested for additional responding units to stand down.
  - The patient was transported by LIFE Ambulance Code 3 with 1 firefighter on board.
  - Per Q401, the source of the fire was due to the patient welding.
  - All units cleared at 17:38.
- **13791 Horizon**

- At 8:05, dispatch received a call in reference to smoke at Birria Culiacan restaurant.
  - Q401 enroute 8:08.
  - Horizon, Clint, and Socorro Fire Departments responded.
  - Q401 on scene at 8:12.
  - Fire out at 8:18.
  - Additional responding units were requested to stand down at 8:19.
  - All units cleared at 9:15.
- **680 Agua Tibia**
    - At 15:15, dispatch received a call in reference to a light switch in the living room smoking.
    - P403 enroute at 15:16.
    - Horizon and Socorro Fire Departments responded.
    - P403 on scene at 15:25.
    - At 15:28, Q401 reported a large amount of heat was confined to one wall.
    - Additional responding units were requested to stand down.
    - At 15:36, Q401 reported the source was isolated and the power was shut off to the whole mobile home. The homeowner was advised to call an electrician.
    - All units cleared at 15:37.

## Search and Rescue

- **Fort Hancock**
  - At 8:54, dispatch received a call from CH401 advising SAR would be activated to assist in searching for an 88 year old male who had been missing for two days in Fort Hancock. Ten Horizon Fire SAR members responded.
  - At 12:44, dispatch was updated via public service by CH401 they were out with Border Patrol and would possibly be out until sunset or until the male was found.
  - At 16:56, the equipment was picked up and the units were enroute back to district.
  - All units back in district at 17:35.
- **6900 Hueco Tanks @ Hueco State Park**
  - At 13:13, dispatch received a call in reference to a 31 year old male who fell on the rocks and was bleeding from the head.
  - At 13:33, RT506 requested for SAR to be activated.
  - At 13:57, dispatch was updated the patient fell 20-25 feet.
  - At 14:33, 4 SAR members started making their way up to mountain to assess the patient.

- Patient in basket at 15:12.
- At 16:26, the patient was assessed by LIFE Ambulance who obtained a patient refusal. The rescue was terminated.
- All units cleared at 17:30.
  
- **Desert Storm (Montana Vista)**
  - At 17:43, dispatch received a call in reference to a female with two children stuck in the desert for approximately 40 minutes.
  - EPSO unit on scene with the vehicle at 17:59.
  - At 18:05, RT510 requested for additional responding to stand down due to only locating the vehicle not the female nor children.
  - The female made contact with responders.
  - The vehicle was removed from the sand at 18:21.
  - Montana Vista Fire units cleared at 18:30.
  
- **10800 Socorro**
  - Dispatch received a call from Socorro Police Department requesting assistance to recover a body from the canal at 9:21.
  - At 9:40, P701 (Socorro) reported the body was stuck in the gate.
  - At 10:29, three divers went into the water to begin the body removal.
  - Body retrieved at 10:40.
  - All units cleared at 11:05.

### **Structure Fires out of District**

#### 1. 10145 Socotto (Socorro)

Commissioner Berumen asked what the outcome on the search was for the 80-year-old. Chief Menendez stated that after an extensive search the subject was not found. Motion to approve report made by Commissioner Anaya and seconded by Commissioner Booth. 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 June:** 357
- **Station 1 Calls:** 258      **Station 2 Calls:** 99
- **Calls for the year 2021:** 2072
- **Stipend:** \$50,060.05 (Two pay periods)
- **Hours:** 4,248
- **FMO:** Amazon tour scheduled for August 4 at 1830 hours. Amazon inspections taking a lot of time as they near the final. Preplan has been started for Amazon as they near completion, high rise packs have been created for both stations. We have one applicant interested in the DFM position. Interview to occur next week. Item on the agenda for AFM position. I have asked Katherine to look into a portable office, as the city recently purchased one. We are looking at 20 by 60 that would be able to hold 9 people. The

location would be on the land next door and looking at about \$105,000 investment while we build HQ which will house the FMO office. This item has been added to next year's budget. Afterwards the structure could potentially be used as a second meeting room, FMO satellite office or training room dependent on the final use of the property the mobile unit is sitting on.

- **Training:** Wednesday Night training attendance has been steady. Nothing new to report.
- **CoVID 19:** No new Covid cases to report but we have sent out an email stating that if you are not vaccinated you should be wearing a mask. We encourage everyone to get vaccinated. We will have one last clinic for vaccines on August 14, 2021. The clinic held on July 17 had a total of 101 people that either their first or second vaccine was given.
- **Fleet:** Pumper 402 is still out of service waiting for parts. Rescue 405 is still out of service as the parts that were ordered were incorrect. We expect that truck to be back by next Friday if all goes well. P403 lost the exhaust from the filter back. We are waiting for at least one truck to get back in service before we send it to the shop. Quint 401 struck a stationary object with the tip of the aerial as the bay door was going up. Investigation was performed and disciplinary action taken. No damage done to unit; lower section of door needs to be replaced.
- **Personnel:** Interviews were conducted, and 3 members were picked up. We lost 2 in the recent weeks because of their jobs and or getting on with El Paso Fire, which starts there second academy in August. Had one FF injury during Swift Water Training, injury to the lower leg. FF will be back in a few weeks.
- **Fire Response:** No new major incidents to report.
- **Special Operations:** We had one call out for a missing elderly male. SAR team was activated and after a few hours search was called off. Cell phone pinged in the northeast, and it was determined he had made it to a safe location. SAR units were used for this incident, and it occurred in our district.
- **Building Construction:** Warranty items for Station 2 are wrapping up. The 1-year warranty has expired and now we will be responsible for issues on the building from this point on when they occur. Land search has started and nearing completion as 2 pieces of land have been identified and negotiations start for HQ.
- **Misc.:** I met with Horizon city Council and was approved \$109,000 of Cares funding. Items to be purchased are for CoVID and include communications equipment, Masks, and Covid logistics/response vehicle.

Motion to accept Chief's report made by Commissioner Berumen and seconded by Commissioner Rankins. 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	23	0	0	0	0	0	0	167	309

- **Annual Fire Safety Inspections**

- 32 = FMO Annual Fire Safety Inspections for June 2021, as per Emergency Reporting (Report #001764)
- 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%
  - Rack Room Shoes =85%
  - Ross = 90%
  - DD's Discount = 90%
  - 5-degree=ss Below = 90%
  - ELP-1=80%
  - El Paso Slice = 80%
  - Pieology = 100%
  - Starbucks = 60%
  - SISD Combo School = 40%
  - New ROP Shopping Ctr = 5%
  - Rojas/Eastlake = Grading
  - Cracker Barrel = UR (re-review)
  - New Shopping Ctr. Eastlake
  - New Shopping Ctr. Horizon
  - New Apartment Complexes
  - Residential Communities
  - Fire Protection Systems
  - Fire Hydrant distribution
  - Asst. Tenant Improvements

- **Personnel**

- Need additional personnel due to projected work loads (*Example: ELP-1*)
- Only (1) applicant received for DFM employment
- Proposing a Full-time (FTE) AFM for the FMO (*Line Item #17*)
- Proposing a Full-time (FTE) DFM for the FMO within FY22.

- **Training**

- Nothing to report.

- **Miscellaneous Activities & Information**

- We had a successful 2021 firework season.
  - No major injuries reported to FMO and no major fires reported to FMO by HFD
- We, FMO, are finalizing our annual FY22 Budget meetings with Chief & Katherine.

- **Future Events**

- Final tour of ELP-1 prior to completion is set for Aug 4<sup>th</sup> @ 7PM
  - Multiple agencies involved.
- ELP-1 scheduled to open by end of August
- Rumors have it:
  - ELP-2 will be located south of I-10 (*ESD #2's jurisdiction*)
    - Off of Old Hueco Road
  - Mega warehouse on Bill Burnett (*North of Rojas*)

The delay with Amazon is the connection of water for Fire water; therefore, the Horizon Fire Department is going to high rise packs. Motion to approve report as presented by Commissioner Anaya and seconded by Commissioner Rankins. Motion carries.

**9. Discussion and take action on 3<sup>rd</sup> Quarter Financial and Investment Report:**

**3rd Quarter Financial Report - 04-01-21 to 06-30-21**

	<i>3rd Quarter 04-01-21 to 06-30-21</i>	<i>Percentage</i>	<i>3rd Quarter 04- 01-20 to 06-30- 20</i>
<b>ESD Income</b>			
Budgeted Tax Collection	\$3,317,247.28		
Actual Collection	\$3,362,866.44	101.38%	101.44%
<i>Difference</i>	<i>\$45,619.16</i>		
<b>Expense</b>			
ESD Budgeted Amount	\$3,392,463.68		
ESD Budget Spent	\$2,354,659.05	69.00%	65.00%
<i>Remain ESD Budget</i>	<i>\$1,037,804.63</i>		
HFD Budgeted Amount	\$532,341.32		
HFD Budget Spent	\$277,914.30	52.00%	56%
<i>Remain HFD Budget</i>	<i>\$254,427.02</i>		
Total Budgeted Amount	\$3,924,805.00		
Total Operating Spent	\$2,632,573.35	67.00%	64.34%
<i>Total Operating Available</i>	<i>\$1,292,231.65</i>		
<b>FM Income</b>	\$384,293.21	-37.56%	\$615,443.90
		Dec. \$231,150.69	
<b>Expense</b>			
Budgeted Amount	\$401,290.59		
FM Budget Spent	\$229,083.78	57.00%	86.94%
<i>Remaining Budget \$\$</i>	<i>\$172,206.81</i>		
<b>Construction Account</b>			

Construction Budget Amount	\$301,063.00		
Construction Spent	\$800.10		
<i>Construction Remaining:</i>	\$300,262.90		
<b>ESD Reserve Balance:</b>	\$1,278,361.15		\$318.66 Earnings

Commissioner Berumen asked about how additional were budgeted and it was explained that the additional funding above the budgeted amount is used in the following budget year. Motion to approve made by Commissioner Booth and seconded by Commissioner Rankins. Motion carries

**10. Discussion and take action on Personnel Records:** Commissioner Berumen the Chief and HR have made progress on this, but they are not finished. Motion to table made by Commissioner Anya and seconded by Commissioner Rankins. Motion carries.

**11. Discussion and take action on Bereavement Policy Amendment:** Chief Menendez presented the amendment to the Bereavement policy and is asking for the change that HR has also approved. Attorney Sanchez also stated that an obituary can be proof as well. The Chief will add that into the policy. Motion to approve with amendment with the additional verbiage made by Commissioner Rankins and seconded with Commissioner Anya. Motion carries.

**12. Discussion and take action on SOP for Stale dated checks:** Chief Menendez presented a policy to help with checks that are dated longer than 90 days and what actions will be taken to clear up these checks. Motion to approve policy as presented made by Commissioner Booth and seconded by Commissioner Rankins. Motion carries.

**13. Discussion and take action on Surplus Equipment:** Chief Menendez presented 2 items for surplus, and the recommendation is to destroy as there are no longer functioning. Motion to approve made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carries.

**14. Discussion and take action on Budget Reallocations:** Fiscal Administrator Ames presented budget reallocations from the operating account in the amount of \$18,355.83 to cover anticipated expenses from the accounts described. Motion to approve with correction in a number made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carries.

**15. Discussion and take action on opening a new bank account for Sales Tax Collection funds:** Fiscal Administrator Ames is asking to open another checking account for the Sales Tax income that is anticipated in the next few months. All check signers on this account will be the same as the Operating account. Motion to approve made by Commissioner Booth and seconded by Commissioner Berumen. Motion carries.

**16. Discussion and take action on Cares funding from Town of Horizon City:** Chief Menendez approached the Town of Horizon for purchase of items through their remaining funding in the amount of \$109,784.00 The items approved for purchase were SCBA masks, handheld and vehicle radios and a COVID response vehicle. Commissioner Mayberry asked where the funding would be coming for the lights and striping. There is

budgeted money in the FM account to outfit this vehicle the same as the other Utility. This vehicle will be ours to keep but will just need to be used as stipulated in the CARES act. Commissioner Rankins asked about the use of this vehicle. Chief Menendez explained that this vehicle will be used to transport supplies and vaccines related to COVID. Questions were asked about delivery time and reimbursement turn around. Chief Menendez also spoke about County funding for the Relief act and at this time the County of El Paso is focusing that funding on vaccinations and our purchases do not fit into their guidelines. We will continue to reach out to our County contacts to see if that changes any in the coming months. Motion to approve purchases from Town of Horizon CARES funding in the amount of \$109,784.00 made by Commissioner Booth and seconded by Commissioner Anaya. Motion carries.

**17. Discussion and take action on Fulltime Assistant Fire Marshal position:** Chief Menendez stated that the Assistant Fire Marshal stepped down to a Deputy Fire Marshal due to personal reasons. There is another Deputy who is interested in taking that position and is asking to make it a full-time position. Fiscal Administrator Ames has completed the calculations and the budget would allow for this addition in hours and pay rate. The Assistant FM position would require that person to be a Peace officer. This research has been done and this new candidate would be sent to school to get certified during a 6-month period. The Peace officer school has been budgeted in the next Fiscal year. If approved this would take in affect August 1<sup>st</sup> and he would sign a letter stating that he must complete the Peace Officer school in one year. Commissioner Anaya asked about an employment contract that would require the employee to stay with the company for so long after getting his Peace Officer. Attorney Sanchez said that is a possibility and he will explore that option with the Chief. Fire Marshal Guillen stated that his staff works very hard and that the need is there in the workload to have another Fulltime position. Commissioner Rankins asked about the position being created and if the position had been advertised. Chief Menendez stated that we have had an ad out for 30 days already and have only had one applicant. We have extended the ad but there are not a lot of people who are qualified for a Deputy Fire Marshal position. Commissioner Booth stated that he wants to make sure that HR is always involved in these changes. Commissioner Rankins made a motion to add a full time Assistant Fire Marshal to the office. Motion seconded by Commissioner Anaya. Motion carries.

**18. Discussion and take action on ESD Headquarters Construction project:** Chief Menendez gave more explanation on the land presented last month. The purchase amount has been negotiated and a Letter of Interest has been drafted for this land. Commissioner Mayberry found another piece of property on the corner of Paseo Del Este and Darrington. This property is 13 acres with a cost of \$10 to \$12 per Square Foot. The Hunt land does have an 18-month vertical construction clause, but this is not a problem as we are moving forward with the building after the land purchase. This new ESD building needs to be thought of for future use and need as well. It is difficult to determine the size of the land we need because we have not determined what will go into the building. The Chief feels strongly that we need at least 10 acres to house reserve units, maintenance facility, storage, warehouse and the ESD staff. We can send in LOI's for both pieces of land and can also submit counter offers. These offers are not binding and the results of this will be brought back to the board. Motion to allow the Chief to negotiate the land cost on the two pieces of property with the assistance of the legal made by Commissioner Booth and seconded by Commissioner Anaya. Motion carries.

**19. Discussion and take action on purchase of Dry Suits:** Chief Menendez presented a quote for the purchase of two new dry suites for our two smaller members on the SAR



team. \$2,940.00 from account 9450.02. Motion to approve made by Commissioner Rankins and seconded by Commissioner Berumen. Motion carries.

**20. Discussion and take action on purchase of new Fire Apparatus:** Chief is asking for item to be tabled. Motion to table made by Commissioner Booth and seconded by Commissioner Anaya. Motion carries.

**21. Discussion and take action on purchase of Community Awareness materials:** Materials being requested is for National Night out in the amount of \$2,383.04 from account 5350.03. Motion to approve purchase made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carries.

**22. Discussion and take action on purchase of new refrigerators for Station #1:** Chief Menendez stated that we have two refrigerators that are Station #1 are on their last leg. Motion to approve purchase of 2 refrigerators at a cost of \$2,658.10 from account 9001.01. Motion made by Commissioner Booth and seconded by Commissioner Rankins. Motion carries.

**23. Discussion and take action on purchase of Fire Equipment:** Chief Menendez stated that last month the Board surplused our oldest SAR unit. These units have proven to be very useful in rescue operations. The unit being presented is a smaller unit that will help us to navigate in smaller areas. The cost of the new unit is \$23,724.46 from account 9500.01 and the accessories for the unit from account 5900.02. Total cost not to exceed \$28,000.00. Motion made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carries.

**24. Discussion and take action on Citation Process:** Attorney Sanchez has met with FM Guillen last month to discuss. He has gone out to a JP court in Montana Vista and spoke with them about their process. Mr. Sanchez would like the item to be tabled as he does more work on this item. Motion to table made by Commissioner Anaya and seconded by Commissioner Booth. Motion carries.

**Executive Session:** Board retired into executive session at: 8:49 pm

**25. Discussion and take action on the EPCESD 1 Organizational Chart:**

**26. Discussion and take action on Rodriguez Case:**

The Board of Commissioners will take action on the following after returning from Executive Session. Board returned from executive session at: 9:18 pm

**27. Discussion and take action on the EPCESD 1 Organizational Chart:** Motion to approve the Organizational chart as discussed in Executive session effective August 1. Made by Anaya and seconded by Rankins. Motion carries.

**28. Discussion and take action on Rodriguez Case:** Motion to proceed as discussed and recommended by legal made by Commissioner Booth and seconded by Commissioner Rankins. Motion carries.

**29. For the Good of the District:** Chief stated that we are doing a 3<sup>rd</sup> vaccine clinic on August 14<sup>th</sup> at Station #2. We will be the Co-sponsors for National Night out and we are also looking at the 9-11 ceremony as it is the 20<sup>th</sup> anniversary. We are still looking at a place for the ceremony. We are also planning the Christmas party, but we will need a new venue as Cattleman's will not accommodate us. The Chief is happy for any suggestions. Fire Marshal thanked the Board for their support of his office. Fiscal Administrator reminded the board of the Budget meeting on Monday at 6:00pm. Also, the rest of the dates for the budget process was reviewed

**30. Set date and time for next meeting:** August 24, 2021 to assure a Quorum due to conflicts in schedules from board members.

**31. Adjourn:** Motion to adjourn made by Commissioner Anaya at 9:34pm.

AdjournSubmitted by: Katherine Ames, Fiscal Administrator

Reviewed by: Cheri Bridges, Administrative Assistant