

## Minutes of the September 23, 2021 Commissioners Meeting

1. **Call to order:** 6:36 pm
2. **Establishment of a quorum:** Commissioner Mayberry, Commissioner Berumen, Commissioner Booth, Commissioner Anaya and Commissioner Rankins present in the building.
3. **Pledge of Allegiance:** The Pledge was recited.
4. **Presentations:** None
5. **Review and approve minutes of August 24, 2021, meeting:** Motion to approve minutes as presented made by Commissioner Anaya and seconded by Commissioner Booth. 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 23, Assistance 24, Brush Fire 8, Car Fire 1, Leaks 146, Medical 237, MVA 38, Structure Fire 1, Inspections 84; CoVID – 6 confirmed and 32 PCP.

### Structure Fires

- **183 Lake Summer**
- Dispatch received a call in reference to odor of smoke inside the residence at 6:35.
- Clint and Socorro Fire Departments were notified.
- P403 advised dispatch he would let them know if additional fire departments needed to be sent once he arrived on scene at 6:40.
- P403 on scene 6:46.
- Additional responding units were requested to stand down at 6:51.

### Brush Fires

- **15600 Horizon**
- Dispatch received over 30 calls in reference to unknown what was on fire in the desert area at 15:42.

- TK401 enroute 15:44.
- Horizon, Socorro, and Montana Vista Fire Departments responded.
- At 15:44, P403 was on scene and reported a large fire involving recycling materials in a large recycling facility.
- Water on fire 16:03.
- Fire under control 19:27.
- All units cleared at 21:48.

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

#### 1. 10740 Mirisa (Socorro)

Commissioner Mayberry asked if there were any structures involved in the brush fire and there was none. Motion to approve report as presented made by Commissioner Rankins 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 August:** 366
- **Station 1 Calls:** 244                      **Station 2 Calls:** 122
- **Calls for the year 2021:** 2821
- **Stipend:** \$49,124.00 (Two pay periods)
- **Hours:** 4,098.50
- **FMO:** New part time employee is scheduled to start September 7 as mentioned in previous meeting. Met with member from the community who wanted to discuss the FMO office. I am meeting with him again on the 30<sup>th</sup>. He will be here at station to talk and observe.
- **Training:** Nothing new to report.
- **CoVID 19:** No new Covid cases to report. The vaccine clinic held on the 18th of September had 106 vaccines issued out. Next COVID vaccine clinic will be 10/18/21 9am-5pm.
- **Fleet:** P403, Coolant leak, P402 pump issues, rest of fleet checks ok
- **Personnel:** Administrative Assistant Cheri Bridges no longer with us. Interviews pending for the end of the month.
- **Fire Response:** Large recycling fire, 45 members, three departments. 145,000 gallons of water used. Three injuries minor in nature. Fire contained to a small section of the property. 15 – 5-gallon foam pales used to extinguish fire. We did utilize a 3000-foot hose lay from the hydrant to the pumper. We did have a rekindle but only 6000 gallons of water used that next day.
- **Special Operations:** Nothing new to report.
- **Building Construction:** Purchase of land is in process. Finishing up the PSA (Purchase sales agreement).
- **Misc.:** National out that will be held on October 5th at the park near the Providence Hospital of Horizon. Reminder our annual Christmas party is to be on December 10th.

The last two days I have been with the ISO consultant assisting with the survey. We are preparing the report for December when ISO comes into town.

- Chief Menendez presented a proposal for Quantum Engineering for a Civil Survey for the Training land that is required by the Town of Horizon to place the portable building on the land. The proposal is in the amount of \$7,296.00. The Commissioners asked that the contract be made an agenda for the next Commissioners meeting.

Motion to accept Chief’s report as presented 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	18	26	0	0	0	0	234	309

- **Annual Fire Safety Inspections**
  - 31 = FMO Annual Fire Safety Inspections for July 2021, as per Emergency Reporting (Report #001764)
  - 05 = Stop Work Orders (SWO).
    - Several Fencing Installations
- **New Building Construction**
  - FMO is continuously working with on-going projects: ##% = Completed; UR=Under Review; PR=Permit Released; Comms=Communicating
    - Rack Room Shoes =95%
    - Ross = 95%
    - DD’s Discount = 95%
    - ELP-1=90%
    - SISD Combo School = 55%
    - New Shopping Ctr. - Eastlake
    - New Shopping Ctr. – Horizon
    - New Shopping Ctr. - Peyton
    - New Shopping Ctr. – Emerald Pass
    - Cracker Barrel = PR
    - New Apartment Complexes
    - Residential Communities
    - Fire Protection Systems
    - Fire Hydrant distribution
    - Asst. Tenant Improvements
- **Personnel**

- Our hired DFM applicant is learning the ins & outs of the ways business is conducted for EPC ESD #1
- Our full-time (FTE) DFM for the FMO started September 12<sup>th</sup>.
- We may be losing DFM Gutierrez to Denton FMO.
  - (2) Open DFM positions
- **Training**
  - Upcoming Fire & Arson Training in Wylie, TX; set for Oct. 14<sup>th</sup> & 15<sup>th</sup>; pre-approved by Ch. Menendez
    - 2 FMO personnel scheduled to attend.
  - Seeking final approval for the 2021 Texas Fire Marshal Conference within November 1<sup>st</sup> thru 5<sup>th</sup> ...
    - 2 FMO personnel scheduled to attend. (Line item #17)
- **Miscellaneous Activities & Information**
  - ELP-1 scheduled to open by end of September/October
  - Working w/ Ch. Menendez & Katherine on the final details for temporary FMO office
- **Future Events**
  - National Night Out – Working w/ TOHC and HFD
  - Halloween Event at First Baptist of Horizon

Commissioner Mayberry asked that all the parts of the Fire Marshal report be attached to the agenda for ease of access. Commissioner Berumen asked if there any Firefighters that might be interested in becoming an inspector. Chief Menendez explained that the Fire Fighters cannot volunteer and then get paid as an employee with the ESD. Motion to approve report as presented by Commissioner Booth and seconded by Commissioner Rankins. Motion carries.

9. **Discussion regarding the District's outstanding debt and proposed financings:** A presentation was made by Adrian Galvan with Tijerina Galvan Lawrence LLC, which is the group we use to assist with our loan financing. He presented a spreadsheet to show how our debt rate now and after the projected three new loans will affect our I&S tax rate. He also discussed the market and the interest rates. Report was for information only, no action taken.
10. **Consider for approval: Resolution of the board of commissioners of El Paso County Emergency Services District No. 1 regarding a loan:** Adrian Galvan presented the information regarding the new loan for the ESD building land. The loan amount is \$4,245,000.00 with an interest rate of 2.85% to be financed over a 20-year period. There is a call option in the 3<sup>rd</sup> year. The loan is set to close on November 10<sup>th</sup>. Motion to approve the Loan agreement and note for the purchase of land in the amount of \$4,245,000.00 at an interest rate of 2.850% for a term of 20 years made by Commissioner Anaya and seconded by Commissioner Booth. All Commissioners voted in favor. Motion carries.
11. **Discussion and take action on Surplus Equipment:** Chief Menendez presented two items for surplus which is two TV's that are being replaced. The recommendation is to sell them through an in-house auction. Motion to approve made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carries.

- 12. Discussion and take action on Training reimbursement agreement:** Chief Menendez presented a newly drafted Training Reimbursement agreement that would allow the ESD to pay for training upfront for an individual and a would allow the ESD to recoup the money if the individual left before one year after completing the training. Commissioner Mayberry stated that this is an agreement and not a contract. Commissioner Berumen asked more questions about the deduction of the payments back to the ESD and how that would work. Chief Menendez also explained the difference between this Training Reimbursement and the Tuition Reimbursement. Commissioners spoke about a few options and difference in wording they would like to see in the agreement. Chief Menendez will make the requested changes and present it at the next Commissioners meeting. Motion to table made by Commissioner Booth and seconded by Commissioner Rankins. Motion carries.
- 13. Discussion and take action on ESD Headquarters Construction project:** Chief Menendez requested this item to be tabled. Motion to table made by Commissioner Berumen and seconded by Commissioner Anaya. Motion carries.
- 14. Discussion and take action on Open PO for Medical supplies:** Chief Menendez is requesting an open PO for medical supplies for Life-Assist in the amount of \$15,000.00 beginning October 1<sup>st</sup> from account 6050.02. Motion to approve open PO for Life Assist made by Commissioner Berumen and seconded by Commissioner Rankins. Motion carries.
- 15. Discussion and take action on Citation Process:** Attorney Gilbert Sanchez stated that he has made contact with the DA's office to discuss the citation process and the agreements are still being reviewed. Mr. Sanchez also presented a resolution regarding Citations and penalty fees. Fire Marshal Guillen spoke about the resolution and how it will be applied. Motion to approve amendment to section 109.4 and 114.4 made by Commissioner Rankins and seconded by Commissioner Booth. Motion carries.

**Executive Session:** Board retired into executive session at 8:02pm

- 16. Discussion and take action on Employee evaluation for Chief Menendez:** No action taken

The Board of Commissioners will take action on the following after returning from Executive Session. No action was taken during Executive session. Commissioners returned from Executive session at 8:38pm.

- 17. Discussion and take action on Employee evaluation for Chief Menendez:** Motion made to approve Chief Menendez's employee evaluation made by Commissioner Berumen and seconded by Commissioner Booth. Motion carries.
- 18. For the Good of the District:** We will be having a vaccine clinic at Station #2 on 10/18. The annual Christmas party will be December 10<sup>th</sup> and National night out will be October 5<sup>th</sup> from 6:00 to 9:00pm. Commissioner Mayberry asked that board members wear their Commissioner shirts to ESD events so that the Commissioners will have more of presence in the community. Our Fiscal year closeout will be next Tuesday. A Special Board meeting has been scheduled for September 30<sup>th</sup> at 6:30pm.
- 19. Set date and time for next meeting:** October 28,2021 at 6:30 pm.

**20. Adjourn:** Motion to adjourn made by Commissioner Berumen at 8:44 pm.

Submitted by: Katherine Ames, Fiscal Administrator