

Minutes of the October 28, 2021 Commissioners Meeting

1. **Call to order:** 6:30 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 September 23, 2021, and September 30, 2021, meeting:** 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 13, Assistance 24, Brush Fire 14, Car Fire 1, Leaks 14, Medical 195, MVA 32, Structure Fire 1, Inspections 75; CoVID – 6 confirmed and 29 PCP.

Structure Fires

- **14496 Canario**
- Dispatch received a call in reference to white and gray smoke seen in the back of the residence at 14:03.
- Horizon, Socorro, and Clint Fire Departments responded.
- RT405 enroute at 14:04.
- RT403 on scene 14:10.
- Fire knocked down at 14:19.
- A pot left on the stove top caused the fire.
- All units cleared at 15:04.

Search & Rescue:

- **400 W Main**
- Dispatch received a call in reference to a body floating in the water at 9:39.

- At 9:47, P301 requested for Water Rescue to standby.
 - At 9:51, RP401 advised dispatch would be enroute to pick up an apparatus and had one swimmer on board.
 - At 10:14, P301 reported the body was stuck in the gate.
 - A second Everbridge page for Water Rescue was sent at 10:15.
 - CH401 enroute with Water Rescue member on board 10:16.
 - CH401 on scene 10:43.
 - Water Rescue in progress 11:06.
 - Body recovered 11:20.
 - All units cleared at 11:41.
- **15900 Horizon**
 - Dispatch received a clone call from the El Paso Police Department Communications in reference to a male with suicidal ideations at 00:43.
 - The male stated he was homeless and could not provide the location where he was at.
 - The dispatcher handling the call could hear vehicles in the background.
 - At 1:44, EPSO requested for Search and Rescue to be deployed.
 - SQ404 enroute 1:54.
 - SQ404 on scene 2:02.
 - At 2:07, SQ404 made contact with the patient and requested for Search and Rescue to be cancelled.
 - At 2:09, SQ404 reported the call was in reference to PD matter and cleared.

Structure Fires out of District

1. 13573 Emma (Montana Vista)

Motion to approve report as presented made by Commissioner Rankins 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 Assist. Chief Ames)
 - **Calls for the month of September:** 314
 - **Calls for the year 2021:** 3221
 - **Stipend:** \$49,294.74 for month of September. (2 pay periods)
 - **Hours:** 4,532.25
 - **Training:** TCFP renewals due by October 31. All FMO staff paid for, along with operations personnel.
 - **CoVID 19:** Conducted a Vaccine clinic on the 23rd. 113 vaccines were administered.
 - **Fleet:** P403 was involved in an accident involving a stationary object. A dent was noted on the rear of the truck on the diamond plate. Mailbox that was struck while backing was replaced. Cause was no spotter, disciplinary action given. Br402 had DEF (Diesel

Exhaust Fluid) poured into the Diesel tank causing \$10,000 in damage. Insurance claim made, disciplinary action to be given, waiting on report from investigating officer. Both units in service from these incidents. P403 in the shop for brakes.

- **Personnel:** Hired Administrative Assistant Diana Hernandez, effective October 18. 6 new rookies will be starting on November 4. Deputy Fire Marshal Joe Gutierrez resigned from the department to go work in central TX. FST exam administered, and 1 FF passed and was promoted to FST. 4 yellow helmets took their red helmet test and passed.
- **Fire Response:** Nothing major to report.
- **Special Operations:** Called out for a Search of a missing male who never returned from his dirt bike ride. County Search and Rescue team called out and Drone flown. UTV's and approximately 25 members assisted with Search. Male was found a few hours later deceased.
- **Misc.:** 851 Flu Vaccines were given of those 809 were 2-64 years of age, and 42 were 64 and over. Met with Planning and Development for the County and they stated the following:
 - Pelicano construction to be completed by Spring 2022
 - John Haynes construction to start from Pelicano to Montwood in 2023
 - Mission Ridge to Montwood construction to start 2023/2024
 - Bob Hope construction from Joe Battle to Mission Ridge to start 2023/2024 but may be starting as late as 2027.
 - New track of homes recently approved on Eastlake passing Kenazo. Approximately 2400 homes to be built in that area.

A video was shown of the Walk a Mile in Her Shoes event.

Motion to accept Chief's report as presented made by Commissioner Berumen 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 | 23 | 18 | 26 | 35 | 0 | 0 | 0 | 269 | 309 |
| | | | | | | | | | | | | | | |

- **Annual Fire Safety Inspections**
 - 95 = FMO Annual Fire Safety Inspections for Sept 2021, as per Emergency Reporting (Report #001764)
 - 01 = Stop Work Orders (SWO) – Unauthorized Haunted House. The building did not meet the Fire Code requirements.

- **New Building Construction**
 - FMO is continuously working with on-going projects: ##% = Completed; UR=Under Review; PR=Permit Released; Comms=Communicating
 - ELP-1=95%
 - SISD Combo School = 70%
 - 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**
 - We ran our (2) vacancy DFM positions within “elpasohelpwanted.com” for another month.
- **Training**
 - The Fire & Arson Training in Wylie, TX was a success and beneficial
 - A “Travel Policy” should be implemented when driving more than 4-hours over-the-road.
 - We are preparing for the 2021 Texas Fire Marshal Conference within November 1st thru 5th ...
 - 2 FMO personnel scheduled to attend – FM Guillen and AFM Franco.
 - We are preparing for the 2022 EPCC LETA starting 01/10 and lasting 6-months.
 - 2 ESD/FMO personnel scheduled to attend – AFM Franco and Ch401
- **Miscellaneous Activities & Information**
 - ELP-1 is projected to open by start of November 2021
 - Still working w/ Ch. Menendez & Katherine on the final details for temporary FMO office
 - Still working with Gilbert to complete & finalize our citation process
- **Future Events**
 - Halloween Event at First Baptist of Horizon
 - FMO is monitoring social media events for Halloween

Commissioner Berumen asked why FM Guillen drove to the Arson conference and did not fly? Fire Marshal Guillen explained that the Chief approved the conference, but he would have to drive. Commissioner Booth asked why there are so many expedited fees and what is the time frame for plans review? FM Guillen explained that the usual plans review time frame is 10-15 days and a lot of people want their plans sooner. Chief Menendez spoke about the process of plans review and that certain people are in the middle of a project without being permitted and in order to continue working they pay for an expedited plans review. Commissioner Berumen recommended that we put a number on how many expedited plans we can have at a one time. Chief Menendez also

recommended that contract labor be utilized if needed is we begin to get behind on plans review. Commissioner Booth asked if we are advertising outside our area as well and if not then we need to look into doing so. Motion to approve Fire Marshal report made by Commissioner Berumen and seconded by Commissioner Rankins. Motion carries.

9. Discussion and take action on FY 20-21' 4th Quarter Financial Report and Investment Report: (presented by Administrator Ames)

Fiscal Year Financial Report

| | <i>16/17 Budget</i> | <i>17/18 Budget</i> | <i>18/19 Budget</i> | <i>19/20 Budget</i> | <i>20/21 Budget</i> | <i>Percent Inc/Dec 18/19 to 19/20</i> |
|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|---|
| Income | | | | | | |
| Budget Tax Collection | \$2,033,198.60 | \$2,281,219.55 | \$2,607,010.55 | \$2,976,428.52 | \$3,317,247.28 | |
| Actual Collection | \$2,021,149.96 | \$2,308,302.09 | \$2,684,479.77 | \$3,035,370.92 | \$3,361,003.64 | |
| <i>Difference</i> | <i>-\$12,048.64</i> | <i>\$27,082.54</i> | <i>\$77,469.22</i> | <i>\$58,942.40</i> | <i>\$43,756.36</i> | <i>25.76%</i> |
| | | | | | | |
| Grants | \$1,875.00 | \$17,204.22 | \$27,425.00 | \$12,425.00 | \$35,575.00 | 186.32% |
| Other Income | \$13,707.68 | \$10,112.41 | \$19,725.15 | \$40,843.92 | \$22,467.02 | 44.99% |
| Interest Income | \$12,899.14 | \$29,362.74 | \$87,889.14 | \$38,802.42 | \$936.73 | 97.58% |
| <i>Total Income</i> | <i>\$28,481.82</i> | <i>\$56,679.37</i> | <i>\$135,039.29</i> | <i>\$92,071.34</i> | <i>\$58,978.75</i> | <i>35.94%</i> |
| | | | | | | |
| Expense | | | | | | |
| ESD Budget Spent | 74% | 80% | 83.32% | 87.83% | \$3,253,303.20 | Spent 95.79% |
| HFD Budget Spent | 81% | 87% | 78.12% | 97.05% | \$459,984.41 | Spent 87.02% |
| Total Operating Spent | 84% | 81% | 82.55% | 89.16% | \$3,713,287.61 | Spent 94.61% |
| Remain Operating Budget | | | \$546,759.42 | \$367,342.56 | \$211,517.39 | |
| | | | | | | |
| | | | | | | |
| FM Income | \$153,740.00 | \$134,878.00 | \$245,261.60 | \$737,622.40 | \$543,578.91 | 26.31% |
| FM Budget Spent | 64.75% | 80% | 80.48% | \$195,735.66 | \$345,580.96 | Spent 91.74% |
| <i>FM Net Income</i> | <i>\$53,524.10</i> | <i>-\$45,994.78</i> | <i>\$64,555.40</i> | <i>\$541,886.86</i> | <i>\$197,997.95</i> | <i>86.12%</i> |

Commissioner Rankins asked if there is a negative impact on not spending all the of the money in the budget at the end of the Fiscal year. Administrator Ames explained that we did spend all of our Property Tax income budgeted for the year and we used some of the reserve funding budgeted. We did have money left in the stipend, but we do budget extra money in that item so that in case of large-scale incidents we have enough to cover the pay for personnel. Also, due to CARES funding given to us by Town of Horizon that helped save us some money in this year's budget. If it was not for that funding, we would have overspent the budget and possibly fell short of providing the necessary PPE needed by personnel. Motion made to approve report as given made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carries.

10. Discussion and take action on Budget Amendments for FY 20-21: Administrator Ames presented the budget reallocations for the 20-21 budget year in order to make all of the accounts positive for end of year. She is recommending reallocated \$30,753.02 in the ESD budget, \$9,741.20 in the Fire Department budget and \$1,256.96 in the Fire Marshal budget. Motion to approve all reallocations made by Commissioner Rankins a seconded by Commissioner Booth. Motion carries.

11. Discussion and take action on FY 21-22 Fire Marshal Budget amendment: Administrator Ames is asking the board to amend the Fire Marshal's budget in the amount of \$114,218.48 for Capital Improvements. There is enough revenue funding that had not been allocated to the 21-22 budget that can cover the requested amount. This additional monies will be used for purchase of radios and office furniture for the new Mobile building. The total budget with the additional funding will be \$660,224.71. Motion to approve the amended FM budget was made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carries.

12. Discussion and take action on Surplus Equipment: Chief Ames presented the surplus list which included 2 vehicles and a treadmill. The recommendation is to send the vehicles to a 3rd party suction house and to auction the treadmill in house. The vehicles are to the end of their life with our department as well as the treadmill. Motion to approve the surplus of the three items was made by Commissioner Booth and seconded by Commissioner Anaya. Motion carries.

13. Discussion and take action on El Paso Fire Interlocal Agreement: Chief Menendez explained that the Interlocal agreement is a renewal and that the Fire investigations was added to the original agreement as well as allowing Horizon Fire Dept. to go into El Paso Fire territory for Mutual aid. Both legal teams have reviewed and have no objections to the agreement. Motion made to approve the agreement made by Commissioner Rankins and seconded by Commissioner Booth. Motion carries.

14. Discussion and take action on COVID Leave Policy: Chief Menendez presented this policy as per a recommendation by Safe-D. This policy was drafted by our Infection Control nurse and was reviewed and edited by our HR consultant and our legal. This policy is voluntary but is recommended for first line workers. Motion to adopt the COVID policy made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carries.

15. Discussion and take action on HDL Contract: Administrator Ames spoke about the contract and how this company was very useful to us by creating a report of estimated Sales Tax income for the Sale Tax Election. They will assist us in getting the Sale Tax

money coming in and identifying taxpayers that are deficient. This is a one-year contract that may be renewed yearly. Motion to approve the contract made by Commissioner Berumen and seconded by Commissioner Anaya. Motion carries.

16. Discussion and take action on ESD Headquarters Construction project:

Administrator Ames explained the quote for the Concrete parking lot, sidewalk and driveway for the Mobile office building. The original plan was to have an asphalt parking lot but because of the new requirements by the Town of Horizon to have a driveway across the entire front of the property we are recommending that we make the entire project concrete. The quote is for \$32,840.00 which would be purchased from the Construction account. Motion to approve the quote made by Commissioner Berumen and seconded by Commissioner Booth. Motion carries.

17. Discussion and take action on Citation Process: Attorney Sanchez gave an update on his meeting with the DA's office and that there is still work to be done to get this process in place. Motion to table made by Commissioner Booth and seconded by Commissioner Anaya. Motion carries.

18. Discussion and take action on Peace Officer Class: Chief Menendez explained that the Peace Officers class through the Community College will begin on January 10, 2022 and will go through June 2022. It is a Monday thru Friday class from 8:00am to 5:00 pm and the cost will be \$4,400.00 per student. There will also be some additional fees for background checks, psychological, finger printing and drug testing. He is requesting that Assistant Fire Marshal Franco attend the class. In addition, Chief Menendez is requesting to attend the class as well. He spoke about the benefit of him attending and how it will be applied to the Department. Chief Menendez stated that his staff is capable of handling ESD business while he is in the class and that he will still be available during the day by text and email. Commissioner Berumen and Commissioner Mayberry said that sis does not have a problem with him attending the class. Commissioner Rankins stated that she believes this class is not necessary for a Fire Chief and that he can get higher level training elsewhere. She believes this is an entry level course that is not needed by a Fire Chief. Commissioner Booth stated that he is concerned about the stress of the workload on the staff in the Chief's absence. Commissioner Anaya stated she can see both sides of the discussion. Chief Menendez then stated that he will follow the recommendation of Commissioner Rankin and not attend the class but instead attend other trainings. Motion made by Commissioner Rankins to approve AFM Franco to attend the class using the Training Reimbursement agreement. Motion was seconded by Commissioner Anaya. Motion carries.

19. Discussion and take action purchase of new ID maker system: Chief Menendez is requesting that we replace our old and antiquated ID maker for a new one. The new ID maker will cost \$3,399.87 to be purchased from account 9000.01. Motion to approve the purchase made by Commissioner Berumen and seconded by Commissioner Booth. Motion carries.

20. Discussion and take action on purchase of radios for HFD & FMO: Chief Ames presented two quotes from Motorola for new radios for HFD and the FM office. These radios are to replace old radios that are no longer able to be serviced. Motorola is a sole source vendor. The cost of radios for HFD is \$38,388.85 and the cost for the FM office is \$38,297.60 which is for 5 radios for each division. The purchase will be made from

account 9500.03. Motion to approve the purchases for a total of \$76,686.44 was made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carries.

21. Discussion and take action on purchase of Mobile Office Furniture: Administrator Ames presented a quote for office furniture in the amount of \$29,532.63. We did receive two quotes and this one was the best priced and we have used this company for furniture for both of our stations. The price will include delivery and setup. Motion to approve the purchase made by Commissioner Booth and seconded by Commissioner Anaya. Motion carries.

22. Discussion and take action on purchase of Fire Equipment: A quote from Commercial Print Solutions was presented to replace the old and faded 9-11 decals on vehicles in the amount of \$2,475.00 to come from account 7950.02. Motion to approve the purchase made by Commissioner Rankins and seconded by Commissioner Booth. Motion carries.

Executive Session: Board did not move into executive session.

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..

23. For the Good of the District: The department Christmas party will December 10th and invitations will be going out soon. FM Guillen offered the board the opportunity to do ride along when ever they have an opportunity. AFM Franco thanked the board for approving him to attend the Peace Officer academy. Assistant Chief Ames spoke about the Christmas parade on December 4th as well as Operation Save Santa sponsored by the Borderland 100 club which will be from 10-5 at the War Eagle Museum. The board thanked the ESD staff for the dedication to the district and thanked the First Responders for their service.

24. Set date and time for next meeting: Due to the Thanksgiving Holiday, Commissioner Mayberry would like to move the November board meeting up one week to November 18, 2021, at 6:30 pm.

25. Adjourn: Motion to adjourn made by Commissioner Booth at 8:50 pm.

Submitted by: Katherine Ames, Administrator

Reviewed by: Diana Hernandez, Administrative Assistant