

## Minutes of the November 18, 2021 Commissioners Meeting

1. **Call to order:** 6:40 pm
2. **Establishment of a quorum:** Commissioner Mayberry, Commissioner Booth, and Commissioner Rankins present in the building. Commissioner Berumen and Commissioner Anaya absent due to a Work Conflict.
3. **Pledge of Allegiance:** The Pledge was recited.
4. **Presentations:** None
5. **Review and approve minutes of October 28, 2021, meeting:** Motion to approve minutes as presented made by Commissioner Rankins 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 20, Assistance 15, Brush Fire 15, Car Fire 4, Leaks 15, Gas leaks 8, Medical 259, MVA 41, Structure Fire 5, Inspections 19; CoVID – 8 confirmed and 30 PCP.

### Structure Fires

- **141 Nonap**
  - Dispatch received a call in reference to a balcony from the third story apartment complex on fire at 19:08.
  - RT405 enroute 19:11.
  - Horizon, Clint, and Socorro Fire Departments responded.
  - RT405 on scene 19:18.
  - At 19:24, Q401 requested for all responding units to stand down. The source of the fire was from a grill in the patio.
  - All units cleared at 19:28.
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- **14300 Horizon @ Walgreens**
  - Dispatch received a call in reference to smoke in the photo lab at 9:04.

- Q401 enroute 9:04.
  - Horizon and Socorro Fire Departments responded.
  - Q401 on scene at 9:08.
  - At 9:11, Q401 reported smoke was showing in the air conditioner unit.
  - At 9:21, Q401 reported the issue was isolated in the air conditioner unit.
  - The store manager was advised to contact maintenance.
  - All units cleared at 9:47.
- **14300 Desert Wind**
  - Dispatch received a call in reference to an oven on fire at 6:05. While on the call, the homeowner advised the fire was out.
  - B401 enroute 6:07.
  - Q401 arrived on scene at 6:14 and requested for additional responding units to stand down.
  - At 6:21, the issue was isolated to the oven. Ventilation was initiated.
  - All units cleared at 6:35.
- **Ascencion/Mandeville**
  - Dispatch received a call in reference to a mobile home on fire behind the Dollar Tree at 19:00.
  - TK401 enroute at 19:02.
  - Horizon, Clint and Socorro Fire Departments responded.
  - Q401 on scene at 19:05.
  - At 19:06, Q401 reported the call was in reference to an illegal burn not a structure fire.
  - Responding units were requested to stand down.
  - EPSO was requested to respond due to two separate incidents involving brush fires.
  - Fire out 19:12.
  - All units cleared at 19:26.
- **Houma/Le Compte**
  - Dispatch received a call in reference to a fully engulfed mobile home on fire at 11:38. Several callers reported to have heard explosions.
  - RT405 enroute 11:40.
  - Horizon and Socorro Fire Departments responded.
  - At 11:47, Q401 on scene reported the structure was fully engulfed burned to the ground.
  - Water on fire 11:50.
  - Fire under control at 11:53.
  - Additional responding units were requested to stand down.
  - Fire out 12:03.
  - All units cleared at 12:22.

## Search & Rescue:

- **14420 Desert Ocotillo**
- Dispatch received a call at 17:07 in reference to a 53 year old male who went out on the desert trails approximately 6 hours before they called police. His daughter attempted looking for him at 15:00 hrs. They were not able to get a hold of him via public service. All calls went straight to voicemail.
- A Horizon Police officer requested drone assistance at 17:44.
- CH401 enroute with drone at 17:48.
- CH402/RT405/B402/SQ403/UT401 responded.
- CH402 on scene 17:57.
- At 18:07, CH401 requested SAR call out.
- Drone in the air 18:25.
- At 19:44, Incident Command requested for Search and Rescue to cancel due to having a potential ID.
- All Search and Rescue members cleared the call at 20:16.

## Structure Fires out of District

1. 715 Trejo (Socorro)
2. S Rio Vista/Buford (Socorro)
3. 649 Punjab

Motion to approve report as presented made by Commissioner Booth and seconded by Commissioner Rakins 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 October:** 398
- **Calls for the year 2021:** 3551
- **Stipend:** \$76601.39
- **Hours:** 6,121.5 (3 pay periods)
- **Training: CoVID 19:** Have one member with active case of CoVID. New CoVID policy that was adopted last month was utilized. No other members out on Covid.
- **Fleet:** Received new SAR unit (Polaris side by side) Old SAR 401 will be auctioned off. Annual ladder testing and pump testing conducted. No issues with the ladders, but pumps have some minor fixes. All were still given the passing grade and are functional. Brush 401 did have the rear bumper weld come off when it bottomed out. Waiting for repair but unit is still in service.
- **Personnel:** FMO still looking for Deputies to fill the vacancies. May have two members from the city interested in filling these spots once they retire.
- **Fire Response:** Nothing major to report.
- **Special Operations:** SAR team will be training with Customs Aviation on long line and the FRIES system. Both systems will allow for rapid extraction of pt's when needed. Will be putting out an announcement for new members next month.

- **HQ:** Funding was received for the land. Expecting to close early December with HUNT.
- **Misc.:** Received first payment from sales tax \$465.74. We have been noticing some businesses have not been charging the correct sales tax amounts. We have been documenting and creating a list to assist HDL with this issue. HDL is being contracted to make sure that this does not occur as we cannot collect on sales tax that is not charged correctly. Preliminary talks are under way for a possible water park in our community. This was aired on ABC 7. The department has obtained snowflakes with kid's names who need gifts this year. All the snowflakes have been handed out and will be gathered and delivered to the El Paso Community Foundation so they can be passed out to those kids whose age range from 8 to 15 years of age.

Commissioners asked what the ESD can do about the businesses who continue to not collect the correct amount of Sales Tax. Administrator Ames explained that is why we are contracting with HDL, they will assist with the Comptroller's office in getting those business on track with collections. We will have a better idea of which business are not paying the correct rates after we get our first quarter deposit in January. Motion to approve report as given made by Commissioner Rankins and seconded by Commissioner Booth. 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	19	0	0	288	309

- **Annual Fire Safety Inspections**
  - 32 = FMO Annual Fire Safety Inspections for Sept 2021, as per Emergency Reporting (Report #001764)
- **New Building Construction**
  - FMO is continuously working with on-going projects: ##% = Completed; UR=Under Review; PR=Permit Released; Comms=Communicating
    - ELP-1=99% - TCO in place
    - SISD Combo School = 80%
    - New Shopping Ctr. - Eastlake
    - New Shopping Ctr. – Horizon
    - New Shopping Ctr. - Peyton
    - New Shopping Ctr. – Emerald Pass
    - New Apartment Complexes
    - Residential Communities
    - Fire Protection Systems

- Fire Hydrant distribution
  - Asst. Tenant Improvements
- **Personnel**
  - We ran our (2) vacancy DFM positions within TCFP and the SAFE-D website.
  - AFM is currently on SLP (14-day leave).
- **Training**
  - The 2021 Texas Fire Marshal Conference was a success.
    - 2 FMO personnel attended – FM Guillen and AFM Franco.
    - The TX FMO Conference finally ‘officially’ acknowledges ESD-FMO’s
      - I am on the ESD Committee for the State of Texas
  - SAFE-D will be bringing back the FMO training track during the SAFE-D Conferences
  - AFM Franco is preparing for the 2022 EPCC LETA starting 01/10 and lasting 6-months.
- **Miscellaneous Activities & Information**
  - ELP-1 opened on Sunday (11/14). Only partial 1<sup>st</sup> floor and all of 2<sup>nd</sup> floor.
  - Ch. Menendez & Katherine are working on the final details for temporary FMO office
  - Gilbert is still working to complete & finalize our citation process
  - Working on closing out the 2021 CP’s and OP’s for FMO
- **Future Events**
  - Looking forward to our 2021 Christmas Event
  - As always, our invitation still stands to all Commissioners to ride with FMO employees.

Commissioners asked about where we are advertising the open positions and what are some alternative options for hiring. FM Guillen stated we are advertising on Help Wanted. Com, Indeed, TCFP and Safe-D website. Chief Menendez spoke about some possible options to get the positions filled and maybe even contracting inspectors to help during busy times. Motion to approve report as presented made by Commissioner Booth and seconded by Commissioner Rankins. Motion carries.

9. **Discussion and take action on ESD Headquarters Construction project:** The loan for the land has been funded and now we are waiting for the Title Company to close. Motion to table made by Commissioner Rankins and seconded by Commissioner Booth. Motion carries.
10. **Discussion and take action on Citation Process:** Chief presented a report from Attorney Sanchez. Mr. Sanchez has reached out to the DA’s office but has not received a response. Motion to table made by Commissioner Booth and seconded by Commissioner Rankins. Motion carries.
11. **Discussion and take action on Purchase of new QRV:** Chief Menendez presented a HGAC pricing quote for \$82,423.00 for a new Quick Response vehicle to be added to the

fleet and to replace the truck that was surplused last month. This purchase would be made through the Capital Improvement item 9500.01. The amount budgeted is less than the quote; however, another item budgeted will not be purchased in order to cover the cost difference. The delivery time is right now is estimated as 6 to 9 months. Motion to approve the purchase made by Commissioner Rankins and seconded by Commissioner Booth. Motion carries.

**12. Discussion and take action on purchase of new vehicle equipment:** Chief Menendez presented a quote for lighting in the amount of \$12,312.60 to be purchased from account 9500.01. We are still missing a quote for the slide out tray for this vehicle. Motion to approve the quote for \$12,312.60 made by Commissioner Booth and seconded by Commissioner Rankins. Motion carries.

**13. Discussion and take action on purchase of Fire Equipment:** Chief Menendez presented two quotes in the amount of \$90,326.00 for extrication tools. This would be purchased from account 9500.01. Daco Fire who quoted the tools is a member of the Buy Board. Motion to approve the quotes in the amount of \$90,326.00 to be purchased from account 9500.01 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..

**14. For the Good of the District:** The Horizon Christmas parade is Saturday December 4<sup>th</sup> at 10:00am. The Department Christmas party is December 10<sup>th</sup> and you will need to RSVP by December 1<sup>st</sup>. We will also have two fire trucks in the El Paso Thanksgiving parade.

**15. Set date and time for next meeting:** Due to the Christmas Holiday, Commissioner Mayberry would like to move the December board meeting up one week to December 16, 2021, at 6:30 pm.

**16. Adjourn:** Motion to adjourn made by Commissioner Booth at 7:23 pm.

Submitted by: Katherine Ames, Administrator

Reviewed by: Diana Hernandez, Administrative Assistant