

Minutes of the January 27, 2022 Commissioners Meeting

1. **Call to order:** 6:32 pm
2. **Establishment of a quorum:** Commissioner Mayberry, Commissioner Booth, Commissioner Anaya, and Commissioner Rankins present in the building. Commissioner Berumen Absent due to a work conflict.
3. **Pledge of Allegiance:** The Pledge was recited.
4. **Presentations:** None
5. **Review and approve minutes of December 13, 2021, meeting:** Motion to approve minutes as presented made by Commissioner Booth and seconded by Commissioner Rankins. Motion carries.
6. **Discussion and take action on the Fiscal Year 21' audit:** The audit was presented by Tello Cabrera from SBNG. The auditor's report expresses an unmodified opinion, or a clean audit and no significant deficiencies or material weaknesses were reported in the audit of the financial statements. In comparison to the previous year's operating cost, costs this year rose by 25% due to having a full year of Station #2 online, making additional debt payments to pay down future debt and the cost of the Sales Tax Election. The average operating expense per call is \$1,067.37. Motion to approve the audit as presented made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carries.
7. **Discussion and take action on Election of officers:** Current officer positions were reviewed. Motion made to keep all Board members in their current positions: President – Bill Mayberry, Vice-President – Jose Berumen, Secretary – Jeff Booth, Treasurer – Amanda Anaya, Assistant Treasurer – Deanne Rankins. Motion made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carries.
8. **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 13, Brush Fire 9, Car Fire 3, Water Leaks 7, Gas leaks 13, Medical 236, MVA 50, Structure Fire 4, Inspections 8; CoVID – 18 confirmed and 35 PCP.

Structure Fires

- 498 Notre Dame

- Dispatch received a call in reference to a fire in the porch at 20:38. The homeowner advised the cover to the fire pit had extinguished the fire.
- RT405 enroute 20:39.
- Horizon, Clint and Socorro Fire Departments responded.
- SQ404 on scene 20:46.
- At 20:48, P403 reported no fire and requested for additional responding units to stand down.
- All units cleared at 20:55.
- **250 Helena**
 - Dispatch received a call in reference to a mobile home on fire in the desert at 9:31. The reporting party stated to have visual on black smoke and flames.
 - P403 enroute 9:33.
 - Horizon, Clint, and Socorro Fire Departments responded.
 - P403 arrived on scene at 9:44 and reported a fully engulfed mobile home.
 - Water on fire at 9:50.
 - Fire under control at 10:01.
 - Additional responding units were requested to stand down at 10:10.
 - Fire out 10:25.
 - All units cleared at 11:41.
- **13574 Emerald Falls**
 - Dispatch received a call in reference to smoke inside the residence. The homeowner advised when she turned off the air conditioner the smoke alarm went off.
 - P403 enroute 14:17.
 - Horizon, Clint and Socorro Fire Departments responded.
 - At 14:18, the homeowner called a second time stating the smoke was due to leaving food on the stove.
 - SQ404 and RT405 on scene at 14:21.
 - Additional responding units were requested to stand down.
 - All units cleared at 14:33.
- **12501 Rojas**
 - At 11:44, dispatch received a call in reference to an oven on fire on the second floor of the apartment complex. The homeowner advised the fire was already out.
 - P403 enroute 11:46.
 - Horizon and Socorro Fire Departments responded.
 - SQ404 on scene 11:50.
 - At 11:52, SQ04 reported the fire was out.
 - Additional responding units were requested to stand down.
 - All units cleared at 12:02.

Structure Fires out of District

1. 10309 McKesson (Socorro)
2. 3878 Native Dancer (Montana Vista)
3. 14505 Eichelberger (Montana Vista)
4. 4831 Wingard (Montana Vista)

Motion to approve report as presented made by Commissioner Booth and seconded by Commissioner Rankins Motion carries.

9. 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 December:** 360
- **Calls for the year 2021:** 4098
- **Stipend:** \$59,029.39
- **Hours:** 4,603.30
- **Training:** The month of January was virtual, looking at going to in person for February so long as we have no CoVID issues. We will be receiving training from Amkus on the battery-operated extrication tools on February 3.
- **CoVID 19:** We had a total of 17 members that were out on CoVID. We are now down to 1, and are monitoring. We are seeking reimbursement from the county for the members that were off. We held a vaccine clinic and had 800 + receive the vaccine. We will be holding 3 additional clinics on the first Saturday of every month. We have approved 8 members to assist at each event, as the number of people that come to receive the vaccine is large.
- **Fleet:** We have had some issues with the fleet. The biggest one being Rescue 405, suspension that is needing some repair and now a charging issue. Each repair we are looking around 5 to 8 thousand dollars.
- **Personnel:** We had five members resign because of the EPFD academy. We started with 4 new members and are now down to two, they started on the 25th of this month. One resigned because of time and the other has yet to complete the required checks.
- **Fire Response:** Fire on Ascension that involved one exposure. One injury to report from that fire, investigation was conducted by EPFD.
- **Special Operations:** No training this month, no incidents.
- **HQ:** We have met twice with the building committee and are having great discussions. Since the first meeting we have outlined what we would like in the building, approximate cost per sq ft, and size of the building we are looking at. We are still doing research and looking at the needs for the department for today and 30 years from now. The 5 topics are Admin, Fire Marshal, Logistics, Fleet Maintenance, and security/technology. We did a walk-through of the CISD building and were able to get some good ideas and measurement of their offices. We will be doing additional walkthrough at a later date. We also set up a timeline from the start of the committee, to the completion of the building.
- **Misc.:** DSHS CE audit passed without issue. I am now a member of the 911 board, we will be voting on positions next month. I have asked the county with assistance in ARPA funding

for reimbursement of the members off on Covid, the Covid Vaccine clinics and the Auto pulse CPR machines totaling approximately \$115,000.

Commissioner Rankins asked if those people who resigned to go to the El Paso Fire academy can come back and resume duty, Chief stated that they area able to resume duty, we just require them to resign due to the pension. Commissioners asked for more information on R-405 and the Fire Fighter who was injured and the Chief gave more explanation on these two items. Motion to approve report as presented made by Commissioner Rankins and seconded by Commissioner Booth. Motion carries.

10. 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 Assist. Fire Marshal Franco)

- **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	16	23	328	309

- **Annual Fire Safety Inspections**
 - 27 = FMO Annual Fire Safety Inspections for DEC 2021, as per Emergency Reporting (Report #001764)
 - 0 = Stop Work Orders
- **New Building Construction**
 - FMO is continuously working with on-going projects: ###% = Completed; UR=Under Review; PR=Permit Released; Comms=Communicating
 - ELP-1=99% - COC released
 - SISD Combo School = 85%
 - Cracker Barrel = 25%
 - Dutch Bros. Coffee (Horizon)
 - New Shop Ctrs. – Everywhere
 - New Apartment Complexes
 - Residential Communities
 - Fire Protection Systems
 - Fire Hydrant distribution
 - Asst. Tenant Improvements
- **Personnel**
 - Still no applicants for our (2) FMO vacancy positions...
 - FMO needs assistance!! Due to 2-vacancies and 1-out for 6-months
 - Considering in hiring non-certified personnel to assist with unauthorized construction and other FMO duties for non-certified labor.
- **Training**

- AFM Franco started his EPCC LETA.
 - He has (2) weeks in...
- DFM Ornelas completed his Re-Certification Taser Training (every 2-years) in Alamogordo, NM.
 - Brought some valuable information
- **Miscellaneous Activities & Information**
 - Ch. Menendez & Katherine are still working on the final details for temporary FMO office...
 - Looking forward to our newly assigned F150 Responder (FMO new vehicle)
 - As a Building Committee Member, we are meeting frequently...
 - Gilbert is still working to complete & finalize our citation process...
 - FMO is discovering several unauthorized construction sites...
- **Future Events**
 - As always, our invitation still stands to all Commissioners to ride with FMO employees.

Commissioner Rankins asked if FM has been working with PR to post something on social media about unauthorized building in our district and as of now we have not but this can be explored. Commissioners asked questions and gave suggestions about getting people into the FM office. Different ideas were given by staff and Commissioner about possible options for staffing. Motion to approve report as presented made by Commissioner Booth and seconded by Commissioner Rankins. Motion carries.

11. Discussion and take action on 1st quarter Financial Report: Report was given by Administrator Ames.

1st Quarter Financial Report - 10-01-21 to 12-31-21

	<i>1st Quarter 10/01/21 to 12/31/21</i>	<i>Percentage</i>	<i>1st Quarter 10/01/20 to 12/31/20</i>
ESD Income			
Budgeted Tax Collection	\$3,885,061.43		
Actual Collection	\$2,679,366.40	69.00%	66.40%
<i>Difference</i>	<i>-\$1,205,695.03</i>		
Expense			
ESD Budgeted Amount	\$4,045,913.06		
ESD Budget Spent	\$921,951.39	22.80%	16.20%
<i>Remain ESD Budget</i>	<i>\$3,123,961.67</i>		
HFD Budgeted Amount	\$682,877.49		
HFD Budget Spent	\$116,729.85	17.10%	16.50%
<i>Remain HFD Budget</i>	<i>\$566,147.64</i>		
Total Budgeted Amount	\$4,728,790.55		
Total Operating Spent	\$1,038,681.24	22.00%	16.30%
<i>Total Operating Available</i>	<i>\$3,690,109.31</i>		

FM Income	\$116,377.90	19.89%	\$97,069.30
Expense			
Budgeted Amount	\$660,224.71		
FM Budget Spent	\$56,959.31	8.60%	33.70%
Remaining Budget \$\$	\$603,265.40		
Construction Account			
Construction Budget Amount	\$300,262.90		
Construction Spent	\$17,014.78		
Construction Remaining:	\$283,248.12		
ESD Reserve Balance:	\$1,028,947.49		\$264.10 Earnings
Sales Tax Balance:	\$176,925.96		October Deposits

Administrator Ames spoke about the Sales Tax Deposits during the first quarter and explained how the deposits work. Motion to accept report given Commissioner Anaya and seconded by Commissioner Rankins. Motion carries.

12. Discussion and take action on ESD Headquarters Construction project: Chief Menendez recapped the two meetings that the building committee has had. He also presented new information received about the projected building costs in El Paso and that the newest El Paso Fire Station is estimated to cost between \$538 and \$758 per square foot. Discussion on the cost of our project and some possible solutions to this were discussed. Motion to table made by Commissioner Rankins and seconded by Commissioner Booth. Motion carries.

13. Discussion and take action on amending the COVID Leave Policy and Form: Chief Menendez spoke about the need to amend the COVID leave policy as well as the accompanying form and presented the requested changes. Commissioner Mayberry asked why HR consultants have to sign the forms if the decision to grant the leave is up to the Chief. Commissioner Mayberry is asking that the HR Consultant signature be removed from the form. Motion to approve the recommended amendments along with Commissioner Mayberry's requested change made by Commissioner Rankins and seconded by Commissioner Booth. Motion carries.

14. Discussion and take action on reallocating ESD Land loan proceeds: Administrator Ames is asking that the proceeds from the ESD building land purchase, \$1,454.00 be reallocated to future construction projects. Motion to approve the reallocation of \$1,454.00 to future construction projects made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carries.

15. Discussion and take action on Grading and Ponding Services for FM Building: Chief Menendez presented a revised quote from Allen Concrete for Grading, Ponding and concrete work in the amount of \$49,999.99. The board had previously approved a quote for the Concrete work but we are now asking the company to include the grading and ponding as per plans. Motion to approve the new quote in the amount of \$49,999.99 was made by Commissioner Booth and seconded by Commissioner Rankins. Motion carries.

16. Discussion and take action on Purchase of Forcible Entry Door revised quote: Chief

Menendez presented a revised quote for a forcible entry door that was approved last month. It is being presented again because a few items needed to be added to the door; therefore, increasing the price. The revised cost of the door will now be \$8,875.00 to come from account 9500.01. Motion to approve purchase made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carries.

17. Discussion and take action on Purchase of Radio straps and Holsters: Chief Ames presented a quote for Boston straps and holsters for radios. Quote is in the amount of \$3,696.99 to come from account 9000.02. Motion to approve purchase made by Commissioner Booth and seconded by Commissioner Rankins. Motion carries.

18. Discussion and take action on new online Training platform: Chief Menendez presented a quote for Lexipol for a new online training platform. This platform would replace Target solutions. The year subscription will cost \$5,882.25 to come from account 6900.02. Motion to approve the new contract made by Commissioner Booth and seconded by Commissioner Anaya. Motion carries.

19. Discussion and take action on Annual PPE Inspections: Chief Menendez presented a quote to have an annual test for 80 sets of gear in the amount of \$8,000.00 to come from account 7850.02. motion to approve the purchase made by Commissioner Booth and seconded by Commissioner Rankins. Motion carries.

20. Discussion and take action on purchase of new Pumpers: Chief Menendez represented the Pumper purchase and that the cost of the truck will increase after February 1st. Administrator Ames spoke about the funding scenarios our financial plan for debt payments for the next few years. If we purchase the pumper now we will be saving approximately \$100,000 due to price increases because of the current country wide inflation. Commissioners and Chief Menendez spoke about the need for the truck and where it will be used and the benefits of adding it to the fleet. Motion to approve the purchase of the new pumper at a cost of \$960,702.00 was made by Commissioner Anaya and seconded by Commissioner Booth. Motion carries.

21. Discussion and take action on purchase of Fire Equipment: Chief Menendez presented a quote for the purchase of 15 helmets in the amount of \$6,987.20 to come from account 9100.02. These helmets will be used for spares and for additional members of the department. Motion to approve made by Commissioner Anaya 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.

22. For the Good of the District: Horizon fire Dept. will be offering a CPR class to the staff on 2/11/22 at 1:00pm. The first Saturday of February we will be hosting a COVID vaccine clinic from 10:00am to 3:00pm at Station #2. Chief Menendez will be presenting at County Commissioners court on 1/31 requesting ARPA funding.

23. Set date and time for next meeting: Next Commissioner meeting will be set for February 24, 2022 at 6:30 pm

24. Adjourn: Motion to adjourn made by Commissioner Booth at 8:49 pm.

Submitted by: Katherine Ames, Administrator

Reviewed by: Diana Hernandez, Administrative Assistant