

Minutes of the March 24, 2022 Commissioners Meeting

1. **Call to order:** 6:33 pm
2. **Establishment of a quorum:** Commissioner Mayberry, Commissioner Booth, Commissioner Anaya, Commissioner Rankins and Commissioner Berumen present in the building.
3. **Pledge of Allegiance:** The Pledge was recited.
4. **Presentations:** None
5. **Review and approve minutes of February 24, 2022, meeting:** Motion to approve minutes as presented made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carries.
6. **Review and approve communications report on monthly calls as reported by Horizon City dispatch:** Report was given by Chief Menendez.
 - Call numbers reported consist of the following: Alarm 25, Assistance 23, Brush Fire 9, Car Fire 2, Water Leaks 11, Gas leaks 13, Medical 216, MVA 35, Structure Fire 2, Inspections 19; CoVID – 7 confirmed and 39 PCP.

Structure Fires

14333 Desert Point

- Dispatch received a call-in reference to an outlet on fire at 17:55. The homeowner advised there was a shortage and the smoke was going up the wall.
- RT405 enroute 17:56.
- Horizon, Socorro, and Clint Fire Departments responded.
- CH402 on scene 18:01.
- At 18:03, Incident Command requested for additional responding units to stand down.
- Incident Command reported the outlet was sparking due to an electrical issue isolated to the breaker.

- All units cleared at 18:24. The scene was turned over to the homeowner.

15337 Fairwood

- Dispatch received a call-in reference to smoke inside the residence at 23:51.
- RT405 enroute 23:54.
- Horizon and Socorro Fire Departments responded.
- A Horizon Police Department officer arrived on scene at 23:57 and reported to have visual of smoke in the back bedroom.
- RT405 on scene 00:00.
- At 00:03, RT405 reported light vent of smoke in the bedroom coming from an outlet.
- At 00:17, Q401 requested for additional responding units to stand down. Q401 reported they were able to confine the breaker to the room in question and were able to isolate it.
- All units cleared at 00:19

Structure Fires out of District

1. Pinto Pony/ Indian Wells (Montana Vista)
2. 10212 Haynes (Socorro)
3. 12768 Veta Rica (Montana Vista)

Commissioners asked questions about the MVA's with construction on Horizon Blvd. Commissioner Berumen asked if we can put out PSA's about the new medians and for drivers to be cautious about the changes. Motion to approve report was made by Commissioner Boothe and seconded by Commissioner Rankins.

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 February:** 358
- **Calls for the year 2022:** 735
- **Stipend:** \$56,416.38
- **Hours:** 4,464.65
- **Fire Marshal Office:** Met with ATF on businesses in the area that are regulated by them. Office building next door is almost complete, move in date is looking to be April 4. New Deputy Fire Marshal to start on March 28, 2022, he will be a FTE.
- **Training:** Captain Kovach built a maze for the department, they started training in it and have heard nothing but good things about it. We will be starting a 9 weeklong EMT Basic course with Border Patrol. They will be providing the instructors and book, all we needed was the training facility and stipend hours for the 5 students we will have in the class. Border Patrol will have 7 students, completion date will be the beginning of June. We will also be holding a Confined Space Course April 4-8 at West Valley. Some of our officer staff will be instructors and we will have students from the SAR team present.

- **CoVID 19:** Nothing new to report. No one is out. Covid clinic held and we had very few participants. Next clinic to be held in Sparks on April 2, 2022, from 0900 to 1500.
- **Fleet:** Rescue 405 is back in the shop for a charging issue. At the same time, we have P402 out for a radiator hose leak. P402 is back in service and RP401 is being used at St 2.
- **Personnel:** HFD interviewed 4 out of 5; as 1 of the interviewees was a no show. HFD picked up 3 new members. We have 1 firefighter out on injury, injured hand while training.
- **Fire Response:** Trailer fire in Sparks was fully involved, multiple departments assisted.
- **Special Operations:** No incidents to reported.
- **HQ:** Meeting next week to discuss what we learned at West Star Bank.
- **Misc.:** TCFP conducted their audit and there were no discrepancies noted. See attached document from TCFP. What this means ultimately, we are now ready on the certification side to hire firefighters. ISO grading took place, and the outcome looks promising. We will not know what we have been graded for at least 6 months. All required documents provided met their requests.

Commissioner Berumen asked about ATF agents in our district and if we should partner with them for office space in the new ESD Headquarters. Chief Menendez spoke about the partnerships we have formed with agencies around us and what services we use with them. Commissioner Rankins asked about approaching TX Dot for preemptive devices during the construction of Horizon Blvd, the Chief will investigate this. Commissioner Mayberry asked for more details about the Sparks fire. Motion to approve report as presented made by Commissioner Booth 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 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	2022 Ttl	2021 Ttl.	2020 Ttl.
Construction	13	47											60	328	309
														-268	

- **Annual Fire Safety Inspections**
 - 19 = FMO Annual Fire Safety Inspections for Feb 2022, 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 = 90%
 - Phase I-Elementary
- Cracker Barrel = 50%
- New Permanent Firework Bldg.
- New Shop Ctrs. – Everywhere
- New Warehouses – Near ELP-1
- New Apartment Complexes
- Residential Communities
- Fire Protection Systems
- Fire Hydrant distribution
- Asst. Tenant Improvements
- **Personnel**
 - Our (2) PT FMO vacancy positions were converted to (1) FTE position... Position filled.
 - DFM Raul Hernandez will start 03/28/2022 as a FTE for the ESD.
 - DFM Rodriguez is still out on Medical Leave.
- **Training**
 - AFM Franco continues his EPCC LETA. He has passed his Phase 2 Training.
- **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 (new FMO vehicle) for next month.
 - As a Building Committee Member, we are meeting frequently...
 - As per Ch.401 & Legal, our citation process will commence on 04/01/2022. Line Item #11.
- **Future Events**
 - FM Guillen & Ch401 will attend an Event Risk Mgmt. Training as part of our TCFP CE's
 - Scheduled for 04/12 and 04/13 @ El Paso 911 Regional Command
 - FM Guillen & DFM Ornelas will attend a Homemade Explosives Training as part of our TCOLE CE's
 - Scheduled for 06/21 @ El Paso 911 Regional Command
 - FM Guillen & DFM Moreno will attend the 2022 TXFMO Conference as part of our TCFP CE's
 - Scheduled for 10/24 thru 10/28 in San Marcos, TX.

Commissioner Booth congratulated FM Guillen on his new hire. Motion to approve report as given made by Commissioner Rankins and seconded by Commissioner Booth. Motion Carries

9. **Discussion and take action on Communication and Social Media Policy:** Chief Menendez asked for this item be tabled. Motion to table made by Commissioner Booth and seconded by Commissioner Rankins. Motion carries.
10. **Discussion and take action on ESD Headquarters Construction project:** Chief Menendez spoke about the tour of the WestStar bank building. The building committee is putting together final items into the building proposal and then the architect bidding process will begin. Chief

Menendez presented a quote for the portable building to install water & sewer hookups in the amount of \$14,200.00. Motion to accept report and approve the plumbing quote was made by Commissioner Berumen and seconded by Commissioner Anya. Motion carries.

- 11. Discussion and take action on Citation Process:** Attorney Sanchez reported that he had a meeting with Ruben Gallegos to discuss the process and purposes of the citations. Mr. Gallegos has worked with ESD #2 as well. He has approved the citation book and has given us the greenlight to proceed with citations. The JP court will take care of the whole process after the Fire Marshal issues the ticket. The Commissioner spoke about how the citation process should work and the purpose for it on our District. No action taken as the information presented was for informational purposes only. Motion to delete made by Commissioner Anya and seconded by Commissioner Berumen. Motion carries.
- 12. Discussion and take action on Surplus Equipment:** Chief presented two surplus forms with gear and technology items. The gear will be donated to the company who does our testing so that they can use it to repair in-service sets of gear. The technology items will be sold at an inhouse auction. Motion to approve as presented by Chief Menendez made by Commissioner Booth and seconded by Commissioner Rankins. Motion carries.
- 13. Discussion and take action on SCBA Flow Testing:** Chief Menendez presented a quote for annual SCBA flow testing in the amount of \$2,835.00 to come from account 7850.02. Motion to approve made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carries.
- 14. Discussion and take action on Life-Assist PO:** The funds in the previously approved open PO for Life-Assist has been exhausted and Chief Menendez is asking for another Open PO in the amount of \$15,000.00 to come from account 6050.02 for consumable medical supplies. Motion to approve made by Commissioner Rankins and seconded by Commissioner Booth. Motion carries.
- 15. Discussion and take action on purchase of Gas Monitors and supplies:** Chief Menendez presented a quote to purchase an additional gas monitor and additional sensors for the existing units in the amount of \$8,526.91 to come from account 9450.02. Motion to approve purchase made by Commissioner Booth and seconded by Commissioner Rankins. Motion carries.
- 16. Discussion and take action on Fire Equipment:** Chief Menendez does not have anything to present under this item. Motion to delete made by Commissioner Booth and seconded by Commissioner Rankins. Motion carries.

Executive Session: Board did not move into executive session.

- 17. For the Good of the District:** Chief Menendez thanked the HFD Officers, Fire Marshal and front office staff for the hard work put in to helping prepare the department for the TCFP and ISO audit. There will be a COVID vaccine clinic in Sparks on April 2 from 10:00am to 3:00pm. Administrator Ames spoke about the budget process and that the website has been determined to meet the necessary ADA requirements.
- 18. Set date and time for next meeting:** Next Commissioner meeting will be set for April 28, 2022 at 6:30 pm
- 19. Adjourn:** Motion to adjourn made by Commissioner Booth at 7:40pm.

Submitted by: Katherine Ames, Administrator

Reviewed by: Diana Hernandez, Administrative Assistant