

## Minutes of the April 28, 2022 Commissioners Meeting

1. **Call to order:** 6:32 pm
2. **Establishment of a quorum:** Commissioner Mayberry, Commissioner Booth, Commissioner Rankins and Commissioner Berumen present in the building. Commissioner Anaya absent due to personal commitments.
3. **Pledge of Allegiance:** The Pledge was recited.
4. **Presentations:** Commissioner Mayberry introduced Sergio Estrada, our newly assigned attorney from Kemp Smith Law Firm. Mr. Estrada introduced himself and spoke about his background.
5. **Review and approve minutes of March 24, 2022, meeting:** Motion to approve minutes as presented made by Commissioner Booth and seconded by Commissioner Rankins. Motion carries.
6. **Review and approve communications report on monthly calls as reported by Horizon City dispatch:** (Report was given by Elva Ramos, HCPD Manager)
  - Call numbers reported consist of the following: Alarm 22, Assistance 13, Brush Fire 16, Car Fire 3, Water Leaks 3, Gas leaks 11, Medical 212, MVA 39, Structure Fire 7, Inspections 34; CoVID – 1 confirmed and 21 PCP.

### Structure Fires

1. 1124 Colina de Oro
  - Dispatch received a call in reference to fire inside the residence at 9:39.
  - P402 enroute at 9:41.
  - Socorro and Horizon Fire Departments responded.
  - At 9:46, Q401 arrived on scene and reported no visual on smoke or flames.
  - At 9:48, Q401 requested for additional responding units to stand down.
  - At 9:49, Q401 made contact with the homeowner who stated left a coffee pot by the oven. Fire was extinguished by the homeowner prior to the fire departments arrival. All units cleared the scene.
2. 828 Agua del Rio

- At 9:52, dispatch received a call in reference to flames and smoke inside the residence. The homeowner advised the fire started in the living room.
- Q401 enroute 9:53.
- Horizon, Clint and Socorro Fire Departments responded.
- An El Paso Sheriff's Office deputy arrived on scene at 9:57 and reported the mobile home was fully engulfed.
- Q401 on scene at 10:02.
- Fire under control 10:13.
- At 10:13, a fire investigator was requested to respond.
- The fire was extinguished, and fire crews cleared the scene at 12:14.

### 3. Agua del Rio/Laguna Azul

- Dispatch received a call in reference to a mobile home on fire at 19:28. Fire crews had previously responded during the morning to the same location (828 Agua del Rio).
- Q401 enroute 19:31.
- Horizon, Clint, and Socorro Fire Departments responded.
- At 19:37, RT207 requested for responding units to stand down. They would be hitting hot spots.
- At 19:50, fire was extinguished.
- RT207 and P201 cleared the scene at 20:04.

### 4. 1017 Summer House

- Dispatch received a call in reference to a two story house under construction on fire at 16:44.
- RT405 enroute 16:45.
- Horizon, Clint, and Socorro Fire Departments responded.
- RT405 on scene at 16:53 and reported to not have a visual on smoke or flames.
- At 16:55, RT405 requested for all responding units to stand down.
- At 16:57, RT405 reported the fire was extinguished by workers on site. RT405 would remain on scene to hit hot spots.
- A fire investigator was requested to respond.
- At 18:34, all units cleared and the scene was turned over to the fire investigator and an El Paso Sheriff's Office deputy.

### 5. 765 Jonespoint

- Dispatch received several calls in reference to fire and smoke inside the residence at 14:57. Callers advised the fire was quickly spreading.
- CH401 enroute 15:00.
- Horizon, Clint and Socorro Fire Departments responded.
- CH401 on scene 15:08.
- CH401 reported fire would be in reference to a medium size brush fire not a structure fire.
- Fire contained 15:09.
- Fire under control 15:18.
- Fire out 15:22.

- All units cleared at 15:35 and the scene was turned over to the El Paso Sheriff's Office deputy.
6. 14221 Desert Sky
- Dispatch received a call in reference to a vacuum on fire inside the garage at 17:12.
  - P402 enroute 17:14
  - Horizon and Socorro Fire Departments responded.
  - RT401 on scene 17:19.
  - At 17:20, RT401 requested for responding units to stand down.
  - All units cleared the scene at 17:50.
7. 13060 Barnard
- Dispatch received a call in reference to a mobile home on fire at 1:13.
  - P403 enroute 1:15.
  - Horizon, Tribal and Socorro Fire Departments responded.
  - At 1:17, an El Paso Sheriff's Office deputy reported the mobile home was fully engulfed.
  - At 1:22, P403 arrived on scene and reported a fully engulfed trailer box.
  - Water on fire 1:29.
  - A fire investigator was requested to respond at 1:39.
  - Fire knocked down at 1:39.
  - Fire under control 1:46.
  - Fire out 2:02.
  - The fire was extinguished and all units cleared at 3:55.

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

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

Motion to approve report was made by Commissioner Berumen 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:** 294
- **Calls for the year 2022:** 1378
- **Stipend:** \$57,633.34
- **Hours:** 4,512.63
- **Fire Marshal Office:** TCOLE audit conducted, and one discrepancy was noted. Fingerprints were missing for one of the LEO (Law Enforcement Officers) in the binder. Now working on getting everyone TCIC (Texas Criminal information center) and NCIC (National Criminal information center) access. This is a requirement for TCOLE. Fire Marshal Guillen is working on this process. We have also had an uptake



- **Annual Fire Safety Inspections**
  - 24 = FMO Annual Fire Safety Inspections for March 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
  - SISD Combo School = 90%
    - Phase I-Elementary
  - Cracker Barrel = 65%
  - Stonelake Logistics = UR
  - 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**
  - DFM Raul Hernandez started 03/28/2022 and is adjusting to our ESD performance measures.
  - DFM Rodriguez is back from Medical Leave.
  - I will be requesting an additional FMO deputy for our up-coming budget.
- **Training**
  - AFM Franco continues his EPCC LETA. He is at the end of his Phase 3 Training...
  - FM Guillen & Ch401 attended an Event Risk Mgmt. Training as part of our TCFP CE's
- **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)... Delayed delivery.
  - As a Building Committee Member, we are meeting frequently...
- **Future Events**
  - 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.

There was discussion on the Stonelake Eastlake project and that 10% of Building #6 is in our district and 10% of Building #5 is in ESD #2s District. For FMO purposes ESD #1 will be handling all of Building #5 and ESD #2 will be handling all of Building #6.

Administrator Ames asked that in the future we have a discussion about how this building will be Districted for Sales Tax and Property Tax purposes. Commissioner Booth thanked Fire Marshal Guillen for his flexibility and professionalism in working with the Contractors and ESD #2 for this project. Commissioner Berumen asked if we need a PSA regarding permitting for new Construction. Motion made to approve report as given by Commissioner Booth and seconded by Commissioner Rankins. Motion Carries

**9. Discussion and take action on Quarterly financial report:** (Report was given by Administrator Ames)

	<b>3rd Quarter 01-01-22 to 03-31-22</b>	<b>Percentage</b>	<b>3rd Quarter 01-01-21 to 03-31-21</b>
<b>ESD Income</b>			
Budgeted Tax Collection	\$3,885,061.43		
Actual Collection	\$3,814,737.25	98.19%	99.68%
<b>Difference</b>	<b>-\$70,324.18</b>		
<b>Expense</b>			
ESD Budgeted Amount	\$4,045,913.06		
ESD Budget Spent	\$2,211,505.25	54.70%	55.79%
<b>Remain ESD Budget</b>	<b>\$1,834,407.81</b>		
HFD Budgeted Amount	\$682,877.49		
HFD Budget Spent	\$233,806.24	16.90%	31.73%
<b>Remain HFD Budget</b>	<b>\$449,071.25</b>		
Total Budgeted Amount	\$4,728,790.55		
Total Operating Spent	\$2,445,311.49	51.70%	52.52%
<b>Total Operating Available</b>	<b>\$2,283,479.06</b>		
<b>FM Income</b>	\$346,767.32	78.00%	\$151,612.30
		Inc. \$195,155.02	
<b>Expense</b>			
Budgeted Amount	\$660,224.71		
FM Budget Spent	\$248,207.48	37.60%	28.46%
<b>Remaining Budget \$\$</b>	<b>\$412,017.23</b>		
<b>Construction Account</b>			
Construction Budget Amount	\$300,262.90		
Construction Spent	\$39,982.37		
<b>Construction Remaining:</b>	<b>\$260,280.53</b>		
<b>ESD Reserve Balance:</b>	<b>\$1,029,201.23</b>		<b>\$517.84 Earnings</b>
<b>Sales Tax Balance:</b>	<b>\$849,218.67</b>		

Commissioner Rankins asked why HFD has not spent as much of their budget this year as the had this time last budget year? Through wise spending, improved employee scheduling the cost of

operations has not been as much as in the previous year thus far. Motion to accept report as given made by Commissioner Rankins and accepted by Commissioner Booth. Motion carries

**10. Discussion and take action on Social Media Policy:** Administrator Ames presented the Social Media Policy that was written by Admin staff and reviewed and modified by HR and Legal. There will training for personnel on this policy once approved. Commissioner Rankins stated that the formatting of the policy seemed awkward, she also expressed concerns over the inability for employees to post their pictures with our logos as well as themselves at the station. Chief Menendez, HR and legal explained the reasoning behind that. Commissioners are asking for additional time to review the policy as well. Chief Menendez is requesting that the item be tabled, and that the Administration staff and two Commissioner meet to further review the policy and represent it at the next Commissioners meeting. Motion to table made by Commissioner Berumen and seconded by Commissioner Rankins. Motion carries.

**11. Discussion and take action on SOP for Auctioning of equipment:** This policy is to set the parameters of selling items at auction once they have been surplus. This policy was reviewed and edited by legal. Motion to approve policy as presented made by Commissioner Booth and seconded by Commissioner Rankins. Motion carries.

**12. Discussion and take action on ESD Headquarters Construction project:** Chief Menendez stated that the building committee met on 04-26-22 along with Luis Flores from the City of El Paso. The building Committee has completed the process of determining the spaces and room sizes making the building 33,000 sq ft. The committee discussed the going rate for construction. No action required. Motion to table made by Commissioner Booth and seconded by Commissioner Rankins. Motion carries.

**13. Discussion and take action on bidding for architect services for ESD headquarters:** Chief Menendez is asking the board to move to the next step of putting out a bid for Architect services. If we find the cost of the building is too high we can build the building in phases in if it is too much to bare all at once. Administrator Ames will work with legal to complete the bidding process and the Board will be advised of the progress and a meeting will be set up to open the bids once received. Motion to advertise for Architect bids made by Commissioner Booth and seconded by Commissioner Rankins. Motion carries.

**14. Discussion and take action on ESD employee Health Insurance plan renewal:** Administrator Ames presented the Health Care plans to include dental and vision for the upcoming enrollment period. Three options for the health Insurance were presented along with one employer paid dental plan and one employee paid vision plan. A spreadsheet with cost comparisons of the plan options was also presented. The vision and dental plan will be an addition as, the ESD does not currently offer these plans. There was discussion about the pros and cons of the plans and the need to provide a comprehensive insurance plan to our employees. Commissioner Rankins made a motion to approve Option 1 for health care to add an Employer paid dental plan and an employee paid vision plan and to allow Administrator Ames to sign the renewal as the ESD Plan Administrator. Motion was seconded by Commissioner Booth. Motion carries.

**15. Discussion and take action on Surplus Equipment:** Motion to delete made by Commissioner Berumen and seconded by Commissioner Booth. Motion carries.

**16. Discussion and take action plans review table for FMO:** Motion to table made by Commissioner Booth and seconded by Commissioner Rankins. Motion carries.

**17. Discussion and take action on EMS training:** Chief Ames presented a quote in the amount of \$7,575.00 to send Captain Kovach to Paramedic school. Captain Kovach will be required to sign the Training Reimbursement agreement before starting the class. The class will be online for eight months with local clinicals. Motion to approve \$7,757.00 for Paramedic training to come from account 6900.02 made by Commissioner Berumen and seconded by Commissioner Rankins. Motion carries.

**18. Discussion and take action on SCBA Technician training:** Chief Menendez is asking to send two people to SCBA technician training for a total cost of \$2,201.84. This training will allow our two members to work on our SCBA equipment. Motion to approve sending two members to the training for a cost of \$2,201.84 made by Commissioner Berumen and seconded by Commissioner Booth. Motion carries.

**19. Discussion and take action on Fire Equipment:** Motion to delete made by Commissioner Berumen and seconded by Commissioner Rankins. Motion carries.

**Executive Session:** Board moved into executive session at 8:29pm

**20. Discussion and take action on Sales Tax Collection:** No action taken

Board of Commissioners moved back into regular session at 9:04pm

**21. Discussion and take action on Sales Tax Collection:** No action taken

**22. For the Good of the District:** Fire Marshal Guillen stated that the churches will begin having Bazaars in our community. Chief Ames reported that the department has taken delivery of six autopulses and we are training the FF, transporting agencies and receiving hospitals on the how to use them. The autopulses will be put on rigs and being used in the field in the coming weeks. We will be having our last COVID clinic on May 7<sup>th</sup> from 10:00 am to 3:00 pm.

**23. Set date and time for next meeting:** Next Commissioner meeting will be set for May 26, 2022 at 6:30 pm

**24. Adjourn:** Motion to adjourn made by Commissioner Booth at 9:10pm.

Submitted by: Katherine Ames, Administrator

Reviewed by: Diana Hernandez, Administrative Assistant