

## Minutes of the May 26, 2022 Commissioners Meeting

1. **Call to order:** 6:30 pm
2. **Establishment of a quorum:** Commissioner Mayberry, Commissioner Booth, Commissioner Anaya and Commissioner Berumen present in the building. Commissioner Rankins attended virtual and left the meeting during item 21.
3. **Pledge of Allegiance:** The Pledge was recited.
4. **Public Comment:** No public Comment.
5. **Review and approve minutes of April 28, 2022, meeting:** Motion to approve minutes as presented made by Commissioner Booth and seconded by Commissioner Anaya. Motion carried.
6. **Discussion and take action on quarterly financial report:** (Report was given by Commissioner Anaya) The recommended budget relocations in the Fire department budget for fuel to come from four subaccounts in the amount of \$23,000. Reallocations for the Fire Marshal office budget to meals and payroll expense in the amount of \$3,352.88. No questions or comments. Motion to approve was made by Commissioner Berumen and seconded by Commissioner Booth. Motion carried.
7. **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 16, Assistance 17, Brush Fire 17, Car Fire 4, Water Leaks 4, Gas leaks 9, Medical 205, MVA 41, Structure Fire 4, Inspections 56; CoVID – 1 confirmed and 19 PCP.

### Structure Fires

1. 17000 Horizon
  - The El Paso Sheriff's Office dispatch cloned a call requesting for the fire department to respond to a possible structure fire in the desert at 17:25.
  - Q401 enroute 17:28.
  - Horizon, Clint and Montana Vista Fire Departments responded.
  - An El Paso Sheriff's Office deputy was led to the fire by two males in a quad at 17:35.
  - At 17:40, Q401 requested for all units to stage at Horizon because there was a chance the apparatuses would not be able to make their way in through the desert.

- RP401 on scene at 17:47. RP401 reported a 10X20 brush fire.
- Fire out and hitting hot spots 17:50.
- Additional responding units were requested to stand down.
- The fire was extinguished, and all units cleared the scene at 18:37.

## 2. 1006 Ocotal

- Dispatch received a call in reference to a mobile home on fire at 00:24.
- Q401 enroute 00:26.
- Horizon, Socorro, and Fabens Fire Departments responded.
- At 00:31, Q401 arrived on scene and reported a fully engulfed mobile home.
- At 00:35, Q401 requested for additional responding units to stand down.
- Fire extinguished at 00:51.
- A fire investigator was requested to respond.
- At 3:25, all units cleared and the scene was turned over to the fire investigator.

## 3. 15000 Argyle

- Dispatch received a call in reference to a large fire in the desert at 4:01.
- Q401 enroute 4:02.
- Horizon and Socorro Fire Departments responded.
- Q401 on scene at 4:18. Q401 reported a fully engulfed mobile home.
- Water on fire 4:38.
- At 4:39, additional responding units were requested to stand down.
- Fire under control 4:43.
- A fire investigator was requested to respond.
- Fire out 4:53.
- At 6:57 all units cleared and the scene was turned over to the fire investigator.

## 4. 12162 Dome

- Dispatch received a call in reference to a residence on fire at 20:34.
- CH401 enroute 20:36.
- Horizon, Clint and Socorro Fire Departments responded.
- SQ403 on scene 20:39.
- At 20:42, SQ403 reported a 360 was complete and a working fire was inside the residence.
- Water on fire 20:43.
- Fire under control 20:45.
- Fire out 20:46.
- All units cleared the scene at 21:17.

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

1. 5631 Garfield (Montana Vista)
2. 19500 Montana (Montana Vista)

Motion to approve report was made by Commissioner Berumen and seconded by Commissioner Booth. Motion carried.

**8. 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:** 343
- **Calls for the year 2022:** 1,697
- **Stipend:** \$87,468.20
- **Hours:** 6,902
- **Fire Marshal Office:** Assistant Fire Marshal is nearing the end of the academy. Conversations with Fire Marshal Guillen, the Fire Marshal report was reformatted for commissioner meetings
- **Training:** Future training for Deputy Fire Marshal
- **COVID 19:** No personnel out on leave.
- **Fleet:** Issues finding parts for vehicle repair (402). New norm supplies in demand. Waiting of vehicle to be repaired for 4<sup>th</sup> of July event.
- **Personnel:** One Firefighter was injured due to no PPE on scene and was bitten by a stray cat.
- **Response:** See communications report for fires.
- **Special Operations:** Had one drone call out and was unable to find individual.
- **HQ:** Chief Menendez, will have Katherine give report on HQ next meeting.
- **Misc.:** Discussion meetings with HPD Chief Vargas about Communications in PD, and how it would be costly if they relocate to Fabens. Possibility in putting a dispatch in new FD station. Travel time is preferable to be in town instead of NE, addressing by ED#1, #2, HPD counsels ready to go.

Commissioner Berumen suggested to rebuild and look for something in town to repair Brush 402. Chief Menendez mentioned that high demand on parts and supplies is delayed ever since Covid. Commissioner Mayberry mentioned square footage for new facility to be a 30-year plan, foreseeing new staff, design, layout and furniture. Chief Menendez doesn’t have figures at this time. Commissioner Mayberry mentioned that it will be a huge advantage to have a 24/7 dispatch, and to proceed in looking into it. Motion to approve report as given made by Commissioner Berumen and seconded by Commissioner Booth. Motion carried.

**9. 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)

	J	F	M	A	M	J	J	A	S	O	N	D	2022
Construction	13	47	21	28									109

- **Construction and Operational Permits:** Detailed report from QuickBooks was presented to the Board

- **Annual Fire Safety Inspections**
  - 23 = FMO Annual Fire Safety Inspections for March 2022, as per Emergency Reporting (Report #001764)
  - 1 = Stop Work Orders = Elotes El Vaquero – Operating with an expired OP
- **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 1-Elementary
  - Cracker Barrel = 75%
  - Stonelake Logistics = UR
  - New Warehouses – Near ELP-1
  - New Apartments Complexes
  - New Shop. Ctrs. – Everywhere
  - Asst. Tenant Improvement
  - Bahama Bucks; 9-Rounds; DD's;
  - Jack-in-the-Box; Julio's Corona; Carwash
  - Dental Offices; Wing Shack; etc.
  - Fire Protection Systems
  - Fire Hydrant Distribution
  - Residential Communities
- **Personnel**
  - I will be requesting additional FMO deputies for our up-coming budget: 1(FTE) or 2(PT).
  - If approved, we may be losing DFM Moreno for 6-months due to the BPO Training.
  - He is currently preparing for this training, and, if approved, he is to move forward with his different medical appointments. Line item #19.
- **Training**
  - AFM Franco continues his EPCC LETA. He has successfully completed his Phase 3 Training.
  - DFM Moreno is projected to attend the next BPO Course at EPCC-LETA.
- **Miscellaneous Activities & Information**
  - FMO is still waiting on occupying the 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. Met on April 26<sup>th</sup>
- **Future Events**
  - FM Guillen & (2) DFM's will attend Fire Extinguisher Training scheduled for 06/14 in Las Cruces NM. Taking FM402.
  - 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 & another DFM will attend the 2022 TXFMO Conference as part of our TCFP CE's Scheduled for 10/24 thru 10/28 in San Marcos, TX. – 5 months away. The travel request will be submitted for next BOC Meeting in June Travel fees verify monthly... The sooner we reserve the more we save. Currently an estimated fee of \$1188.87 for just one traveler w/o a car rental

Fees include: Registration (x2), Airfare(x2), Lodging(x2), Per Diem(x2), Car rental will only be illustrated once.

Discussion by Fire Marshal Guillen about the focus on monthly reporting and sales by item, and how the report has been slightly changed to better understand the numbers. Commissioner Mayberry asked about the cost billing error, Fire Marshal Guillen mentioned it was because of the change on new building construction review. Commissioner Mayberry inquired about FMO personnel, what are the needs, one full time or two Part-time? Chief Menendez said whatever we can find. Commissioner Berumen asked for a headcount for next meeting. Fire Marshal Guillen gave an update on new building, there is no definitive date on concrete, hoping for next week. Another company is building sidewalks, incorporating a 3ft wall to prevent flooding. Trailer is ready, generator is ready, only waiting on electric. Motion made to approve report as given, by Commissioner Booth and seconded by Commissioner Anaya. Motion carried.

- 10. Discussion and take action on Social Media Policy:** (Report was given by Commissioner Rankins) Commissioner Rankins submitted some edits concerning wording and moved some items around. Policy has gone through legal and HR. Document was not changed only reformatted. Legal Sergio Estrada mentioned that the terminology doesn't matter, the steps of discipline are the same, mentioned he has drafted these type of policies before. The violation of policy will be banned or blocked by monitoring the website. Motion to adopt as presented, By Commissioner Berumen and seconded by Commissioner Anaya. Motion carried.
- 11. Discussion and take action on Investment Policy and strategies:** (Report given by Commissioner Anaya) Commissioner Anaya, mentioned that herself and Administrator Ames both attended training for 2 days as required by 775. Legal Sergio Estrada did not find any issues with the policy. The recommendation is to remove area in red. Motion to accept the deletions as recommended by Commissioner Anaya, Motion to readopt the policy as presented by Commissioner Booth and seconded by Commissioner Berumen. Motion carried.
- 12. Discussion and take action on Affiliation Policy:** (Presented by Chief Menendez) This policy is to get students experience, book knowledge and hands-on experience. Policy was sent back to college for review and approval. If accepted, changes on request for Ride a longs and students will report to incident commander. Required to wear college uniform to be identified. Commissioner Bermuen mentioned that it is a good program for ESD#1 and EPCC to work together. Motion to approve policy as presented, by Commissioner Anaya and seconded by Commissioner Berumen. Motion carries.
- 13. Discussion and take action on Budget Calendar:** (Presented by Commissioner Anaya) Multiple dates for budget meetings 8/1/22, 8/14/22 & 8/18/22. Commissioners Berumen, Mayberry, Booth and Anaya are all available for the three given dates. Commissioner Rankins will not be available 8/18/22. Motion to approve dates as presented, by Commissioner Booth and seconded by Commissioner Berumen. Motion carries.
- 14. Discussion and take action on the Board of Commissioner Agenda format:** (Presented by Commissioner Mayberry) All Commissioners should have had a chance to review the new agenda format. Commissioner Berumen inquired about items of importance be adjusted in line items. Legal Estrada suggested that it is the call of the president to move items around during meeting. Motion to approve new agenda format as presented, by Commissioner Anaya and seconded by Commissioner Berumen. Motion carries.

- 15. Discussion and take action on ESD Headquarters Construction project:** (Presented by Chief Menendez) Legal, Administrator Ames, and Chief Menendez to put out RFQs to compile information to be submitted to legal for approval. Motion to be tabled, by Commissioner Berumen and seconded by Commissioner Booth. Motion carried.
- 16. Discussion and take action on Surplus Equipment:** (Presented by Chief Menendez) Items to surplus laptops, handheld radios and printers. Commissioner Berumen mentioned if we should keep radios as back up. Chief Menendez mentioned that these are not compatible with current fleet of radios. Commissioner Mayberry said just to destroy radios and computers due to their low value, and only auction printer if appropriate. Motion to approve action, by Commissioner Anaya and seconded by Commissioner Booth. Motion carried.
- 17. Discussion and take action on purchase of a Plans Review Table for the Fire Marshals Office:** Motion to delete item, made by Commissioner Booth and seconded by Commissioner Anaya. Motion carried.
- 18. Discussion and take action on renewal of the Emergency Reporting Contract:** Motion to table item due to not having cost. Motion to table item, made by Commissioner Anaya and seconded by Commissioner Booth. Motion carried.
- 19. Discussion and take action on Peace Officer training:** Chief Menendez stated that Assistant Fire Marshal Franco is about to complete and graduate from Peace Officer Academy. Chief Menendez is suggesting Deputy Fire Marshal Anastacio Moreno to take the course next. Deadline to register is 6/20/22. FMO's office will step up while DFM Moreno is at the training. FMO Moreno will sign a 2-year contract, the completion of the training will be December 2022. Individual is responsible for acquiring their own weapon. Chief Menendez is asking to approve this training for FMO Moreno. Motion to send FMO Moreno to Peace Officer training, approved by Commissioner Berumen and seconded by Commissioner Booth. Motion carried.
- 20. Discussion and take action on Purchase of replacement mattresses and bunky boards:** Presented by Chief Menendez. Mattresses need to be replaced every five years. Commissioner Mayberry to approve already purchased items, deposit already made. Motion to approve the purchase of mattresses and bunky boards in the amount of \$3,119.00 to come from account 9001.01 made by Commissioner Booth and seconded by Commissioner Anaya. Motion carried.
- 21. Discussion and take action on Fire Equipment:** Presented by Chief Menendez. Life Assist items are being purchased to keep up our stock because of the delays in receiving product. The amount being requested is \$7,497.13 to come from account 9200.02. The second quote is for the purchase of boots for new members for Wildland Training. Commissioner Mayberry asked if considering this type of boot in the future? Chief Menendez mentioned it is expensive and not an everyday boot, very heavy and will be used only when needed. The purchase amount is \$2,311.00 to come from account 9100.00. Motion to approve both purchases made by Commissioner Booth and seconded by Commissioner Anaya. Motion carried.
- 22. Discussion and take action Wildland Firefighter training:** (presented by Chief Menendez) Four firefighters will attend this training, if approved, V. Lucero, E. Curiel, A. Gomez and G. Abascal. It consists of a weeklong program, per diem, lodging and gas card will be provided. Goal is to partner with TIFMAS and assist when needed. Commissioner Berumen asked how long is the certification good for? Chief Menendez said it is good for 3 years. Commissioner Mayberry suggested to remove fuel cost on travel. Motion to approve made by Commissioner Booth and seconded by Commissioner Berumen. Motion carried.

- 23. Discussion and take action of price change related to the updated components list for the Tiller:** (Presented by Chief Menendez) Chief Menendez, Captain Aguilar, Captain Kovach and LT. Dominguez, traveled to the Pierce factory for pre-cons meetings for the Tiller. Estimated time of completion is February 2023 and the recommended upgrades will cost \$30,968.00. Chief is asking the board for approval for the increased cost for the Tiller. Commissioner Berumen asked about another inspection, Chief Menendez said there will be no more changes. Commissioner Booth inquired how the adjustment works? Chief Menendez mentioned it has not been finalized. The down payment will be due next year. The Fire department will be budgeting for the loose equipment in the upcoming FY. Motion to approve, by Commissioner Booth and seconded by Commissioner Anaya. Motion carried.
- 24. For the Good of the District:** Fire marshal Guillen reminded the Board of the Chihuahuas event on July 2<sup>nd</sup>. IDEA school will have their 1<sup>st</sup> Annual Color run sometime next week. Guillen also mentioned that he met with The Town of Horizon for the National Night Out. The County Commissioners will wait until closer date to announce the 4<sup>th</sup> of July plan.
- 25. Set date and time for next meeting:** Next Commissioner meeting will be set for June 23, 2022 at 6:30 pm
- 26. Adjourn:** Motion to adjourn made by Commissioner Booth at 8:13 pm.

Submitted by: Diana Hernandez, Administrative Assistant

Reviewed by: Katherine Ames, Administrator