

Minutes of the June 23, 2022 Commissioners Meeting

1. **Call to order:** 6:32 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. **Public Comment:** None
5. **Review and approve minutes of May 26, 2022 meeting:** Motion to approve the minutes as presented made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carried.
6. **Receive presentation from Town of Horizon City's on creating a Transit oriented development within the vacant area across Darrington from the Police Department building:** A presentation made by Dr. Quezada, Michelle Garcia and Eddie Garcia regarding a TIRZ project and what impact it will have on the community and taxing jurisdictions. Commissioners asked how long before development would begin and how many developers will be involved. At this time this information is unknown, and the Town of Horizon still needs to rezone the area in order to control what type of development will be allowed in that area. Commissioner Berumen asked if there would be streetlights on Darrington in this plan because of the darkness of the roadway and it was stated it will. Commissioner Booth asked what the agreement looks like, what the Town of Horizon is asking of the ESD, and what is their time frame for a decision. Documents have been drafted and can be sent later, today's presentation is just to inform the ESD of the project and that there is no definite time frame for a decision from the ESD at this time. This was a presentation only and no action is to be taken.
7. **Review and approve financial report on monthly bills and invoices, monthly report, sales tax analysis report, purchases for items in the District's approved budget, and budget reallocations:** (Presented by Administrator Katherine Ames) Administrator Ames presented a budget reallocation for the ESD in the amount of \$513.64 for postage and loan principle. The budget reallocation for the Fire Marshal's budget was \$655.22 for Payroll expense. Motion to approve all budget reallocations made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.
8. **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 20, Brush Fire 18, Car Fire 2, Water Leaks 6, Gas leaks 6, Medical 245, MVA 41, Structure Fire 2, Inspections 49; CoVID – 1 confirmed and 32 PCP.

Structure Fires

1. 1360 Mission Ridge
 - Dispatch received a call in reference to large flames behind a business at 3:00.
 - P403 enroute 3:02.
 - Horizon and Socorro Fire Departments responded.
 - RT405 arrived on scene at 3:08 and reported a small RV home fully engulfed next to a commercial building.
 - At 3:24, a fire investigator was requested to respond.
 - Fire extinguished at 3:34.
 - All units cleared at 6:28 and the scene was turned over to the fire investigator.
2. 1065 Gaitan
 - Dispatch received a call reference to a house smoking at 12:46.
 - At 12:47, the homeowner requested for the fire department to be cancelled. She advised the source of the smoke was from incense sticks.

Structure Fires out of District

1. 3859 Roger Joseph (Montana Vista)
2. 9950 Laurie Jo (Socorro)
3. 779 Delhi (Socorro)
4. 15000 Hope (Montana Vista)

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

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 May:** Station 1: 190
Station 2: 103
- **Calls for the year 2022:** 2047
- **Stipend:** \$61,801.56
- **Hours:** 4,881.25
- **Fire Marshal Office:** Completed Budget with Fire Marshal. The portable office still pending completion. They are working on the retaining wall, and once completed they will be installing the sidewalk and ramps. At which point the building will be complete, minus electrical that is being powered by a generator.
- **Training:** Training continues with an average of 18 members. The next couple of trainings will be focusing on brush fires in preparation for the fourth of July.
- **CoVID 19:** We had one current out on CoVID, which was contracted away from the department. He is well and back on shift.

- **Fleet:** Pumper 403 in the shop for the right drive shaft needs to be replaced. Rescue 402 received new batteries.
- **Personnel:** Nothing to report
- **Response:** Nothing to report in district, out of district have had some large fires. Units responded to an MCI, with four Pt's who had been shot in Socorro and ended up at the hospitals of Providence where they were transferred to a Level II hospital capable of handling level 1 traumas.
- **Special Operations:** The County SAR team responded to four Water Recoveries in the lower valley. We had one call out for the drone, to survey the crime scene of the shooting that occurred in Socorro.
- **HQ:** The bid for the architect has gone out and we have received a number of inquiries. The last day to submit is July 15th.
- **Misc.:** Reminder July 2, we will be hosting a firefighter appreciation night at the Chihuahuas. RSVP by Friday to receive your tickets.

Chief Menendez presented a quote to have the fence painted and have weed barrier put in place at Station #1 in the amount of \$13,050.00. This money would come from Station Repair & Maintenance, which has money budgeted for this project and in the Landscaping account. Commissioner Rankins is we could get a policy for calls outs for the coordination of the Drone use in conjunction with other agencies. There was discussion on it and the Chief will look into it. Motion made by Commissioner Berumen to approve the Chief's Report and the quote for the fence painting and weed barrier for Station #1. Commissioner Anaya seconded the motion. Motion carried.

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 Fire Marshal Guillen)

	J	F	M	A	M	J	J	A	S	O	N	D	2022
Construction	13	47	21	28	21								130

Total for the month of May within the year of 2021: **167**

Total for the month of May within the year of 2020: **75**

- **Annual Fire Safety Inspections**
 - 20 = FMO Annual Fire Safety Inspections for March 2022, as per Emergency Reporting (Report #1764)
 - 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 1-Elementary
 - Cracker Barrel = 80%
 - Stonelake Logistics = 10%

- 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).
- **Training**
 - AFM Franco will graduate from EPCC LETA on 07/07.
 - DFM Moreno has completed his prerequisites for the next BPO Course at EPCC-LETA and will be gone for 6-months.
- **Miscellaneous Activities & Information**
 - FMO is still waiting on occupying the temporary FMO office...
 - FMO is still waiting on our newly assigned F150 Responder (new FMO vehicle)...
 - Delayed delivery.
- **Future Events:**
 - FM Guillen & DFM Rodriguez 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

Fire Marshal Guillen also spoke about Fireworks stands that will be placed in our district and what those entail. Motion made by Commissioner Booth to accept the Fire Marshal’s report. Motion was seconded by Commissioner Rankins. Motion carried.

11. Discussion and take action on amending Tuition Reimbursement policy 200.011: Chief Menendez presented the tuition reimbursement policy that was reviewed by Legal. The policy previously was titled “Educational Reimbursement” and is recommended to be changed to “Tuition Reimbursement.” The intention of this policy is to provide more perks to the members by reimbursing them the tuition they pay out of pocket for courses for the betterment of the member and the department. There was discussion on the length of time a member must be with the department before becoming eligible for reimbursement and how long they need to stay with the department after reimbursement is approved. There was also discussion and concern about the capped dollar amount each year per member. The Chief will take the discussion into consideration and will make changes to the policy to present at next month’s meeting. Motion to table made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.

- 13. Discussion and take action on the Horizon City Police Department dispatching services amended cost for Fiscal Year 23':** (This item was moved up in the agenda) Chief Menendez presented the amendment to the Dispatching contract which would increase our dispatchers from 2.25 to 3.75 and a 5% maximum pay increase across the board for dispatchers. The total cost for FY 23' would be \$222,165.86. The commissioners agreed with the increase of dispatchers to keep up with the call volume demand. Motion to approve the amendment as presented made by Commissioner Berumen and seconded by Commissioner Rankins. Motion carried.
- 12. Discussion and take action amending COLA policy 200.0071:** Chief Menendez presented the amended COLA policy which changed the employee eligibility for a COLA from one year to 6 months. The board discussed the change and how it aligns with other employer standards. Motion to approve the amended policy made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carried.
- 14. Discussion and take action on presentation of the FY 23' Preliminary budget:** Administrator Ames gave an overview of the largest changes in the ESD, HFD and Fire Marshal budgets from this year to next Fiscal year. Most of the dollar increases are due to loan payments, the ESD headquarters building project, fuel and the equipment for approved vehicle purchase that will be delivered in the next Fiscal year. The preliminary ESD/HFD operating, and Capital Improvement budget is \$9,601,848.23 and the Fire Marshal budget and Capital Improvement budget is \$752,600.17. Administrator Ames all presented the anticipated funding amounts from property Tax and Sales Tax and that this amount is about \$246,000 less than the preliminary budget total. Motion to approve the preliminary budget as presented made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.
- 15. Discussion and take action on ESD Headquarters Construction project:** Chief Menendez reported that the RFQ for architects has gone out and proposals are due by July 15th and currently we have sent out about 20 packets to various architects. Report was information only and no action is needed.
- 16. Discussion and take action on take action on Fire Marshal office building rock wall and screening for driveway:** (Presented by Chief Menendez). Chief Menendez presented a quote from Allen concrete to build a rock wall to prevent wash out near the building and to put screening in the driveway to the right of the building in the amount of \$17,605.00. Motion to approve made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.
- 17. Discussion and take action on the renewal of the Emergency Reporting Contract:** Chief Menendez requested this item be deleted. Motion to delete made by Commissioner Rankins and seconded by Commissioner Booth. Motion carried.
- 18. Discussion and take action on Chief Menendez attending Fire Officer 3 & 4 training:** Chief Menendez is requesting to attend Fire Officer III & IV in August for a total trip cost of \$3,624.00. Some adjustments were made on the trip request and a motion to approve was made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carried.
- 19. Discussion and take action on purchase of Ice maker for Station #1 kitchen:** Chief Menendez presented a quote to purchase an under the counter ice maker for Station #1 in the amount of \$2,929.00. The dishwasher in the kitchen would be removed and replaced with this icemaker. Commissioner Mayberry asked why they needed the ice maker when they have one

in the stairwell. Commissioner Berumen stated it is for convenience and requested by the Fire Fighters. Motion to approve the purchase made by Commissioner Berumen and seconded by Commissioner Booth. Commissioner Mayberry voted against and Commissioner Booth, Rankins, Anaya and Berumen voted for. Motion carried.

20. Discussion and take action on purchase of handheld radios for fire operations: Chief

Menendez presented a quote for six new radios in the amount of \$51,033.97. These would replace the black radios that we have that are no longer serviceable. \$49,000.00 would come from Capital Improvements account 9500.01 and \$2,033.97 from Communications Equipment account 9000.02. Motion to approve purchase made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.

21. Discussion and take action on purchase of Mobile Communication Terminals (MCT) to

replace old units and one for new truck: Chief Menendez presented a quote for five replacement MCT's in the amount of \$21,908.15 to come from account 9500.01 and one MCT for the new Tiller in the amount of \$4,417.63 from account 9000.02. The five new MCT's are to replace our current MCT's that are nearly at the end of their life. Motion to approve the purchase made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carried.

22. Discussion and take action purchase of items for community awareness events such as

National night out and school presentations: As we prepare for next year's community events such as National Night out the Chief presented a quote for Smoke detectors to be purchased from the Fire Marshal account in the amount of \$2,851.40 to come from account 5350.03. Motion to approve the purchase made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried. The second quote was from Positive Promotions for giveaways for the kids who attend our events in the amount of \$7,347.50 from come from accounts 5350.02 and 5350.03. Motion to approve purchase made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carried.

23. Discussion and take action purchase of Boots for Fire personnel: Chief Menendez presented

a quote to purchase boots for 30 members in the amount of \$3,600.00 using a voucher system. Motion to approve made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.

24. Discussion and take action on purchase/repair of Fire Equipment to include Fire Fighter

Equipment, Tactical Equipment, Communication Equipment and General Fire Department supplies: Chief Menendez asked that this item be tabled. Motion to table made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carried.

Executive Session: None

25. For the Good of the District: July 2nd we will have a Fire Fighter appreciation event at the Chihuahuas Baseball game, and anyone interested should contact the front office. July 4th we will be having dinner at the station for all the crews on duty for the holiday and dinner will be served at 5:30 at St #1 and everyone is invited, and Board members are welcome to ride along on the trucks. Assistant Fire Marshal Franco will be graduating on July 7th as a peace officer.

26. Set date and time for next meeting: Next Commissioner meeting will be set for July 28, 2022 at 6:30 pm

27.Adjourn: Motion to adjourn made by Commissioner Booth at 9:33pm.

Submitted by: Katherine Ames, Administrator

Reviewed by: Diana Hernandez, Administrative Assistant