



Minutes of the July 28, 2022 Commissioners Meeting

1. **Call to order:** 6:30 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. **Swearing in of Mike Franco as a Basic Peace Officer for the Fire Marshal’s office:** Chief Menendez swore in Assistant Fire Marshal Mike Franco.
6. **Review and approve minutes of June 22, 2022 meeting:** Motion to approve the minutes as presented made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carried.
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 the 3rd Quarter Financial report:

3rd Quarter Financial Report - 04-01-22 to 06-30-22

	<i>3rd Quarter 04-01-22 to 06-30-22</i>	<i>Percentage</i>	<i>3rd Quarter 04-01-21 to 06-30-21</i>
ESD Income			
Budgeted Tax Collection	\$3,885,061.43		
Actual Collection	\$3,930,352.00	101.17%	101.44%
<i>Difference</i>	<i>\$45,290.57</i>		
Expense			
ESD Budgeted Amount	\$4,045,913.06		
ESD Budget Spent	\$2,396,450.95	59.20%	65.00%
<i>Remain ESD Budget</i>	<i>\$1,649,462.11</i>		
HFD Budgeted Amount	\$682,877.49		
HFD Budget Spent	\$353,260.17	51.70%	56.00%
<i>Remain HFD Budget</i>	<i>\$329,617.32</i>		

Total Budgeted Amount	\$4,728,790.55		
Total Operating Spent	\$2,749,711.12	58.10%	64.34%
Total Operating Available	\$1,979,079.43		
FM Income	\$663,217.42		\$615,443.90
		Inc. \$47,773.52	
Expense			
Budgeted Amount	\$660,224.71		
FM Budget Spent	\$406,391.75	61.60%	86.94%
Remaining Budget \$\$	\$253,832.96		
Construction Account			
Construction Budget Amount	\$300,262.90		
Construction Spent	\$151,936.22		
Construction Remaining:	\$148,326.68		
ESD Reserve Balance:	\$1,029,457.84		\$774.45 Earnings
Sales Tax Balance:	\$1,628,765.50		

Administrator Ames also requested reallocation of funds in the operating account in the amount of \$28,093.62 and in the Fire Marshal budget in the amount of \$23,393.00. Motion to approve quarterly report and all budget reallocations made by Commissioner Rankins and seconded by Commissioner Anaya. 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 23, Assistance 19, Brush Fire 14, Car Fire 2, Water Leaks 8, Gas leaks 9, Medical 207, MVA 36, Structure Fire 1; CoVID – 3 confirmed and 23 PCP.

Structure Fires

1. 14470 Horizon

- Dispatch received a call in reference to black smoke inside the business at 8:36.
- Q401 enroute 8:38.
- Horizon, Clint and Socorro Fire Departments responded.
- Q401 on scene 8:42.
- A Horizon City Police Officer forced entry to the business at 8:44.
- At 8:53, Q401 reported upon arrival there was smoke inside the business and what possibly started the fire were candles left on which had already been extinguished.
- The smoke to the business was evacuated and all units cleared the scene at 9:38.

Water Rescues

1. 505 W Main

- Dispatch received a call reference a body floating at 16:11.
- At 16:45, CH301 advised they would be clearing the scene and EPSO would request Water Rescue assistance later to recover the body.
- At 17:59, RT301 requested for the Water Rescue Team to be deployed to assist with the body recovery.
- CH401, RT403 and SQ404 responded.
- CH401 enroute at 18:10.
- SQ404 on scene 18:37.
- At 19:16, the body was recovered.
- At 19:55, all units cleared and the scene was turned over to EPSO.

2. Luisa Guerra/Petunia

- Dispatch received a call reference a body in the canal at 9:12.
- SAR Activation was deployed for Water Rescue at 9:19.
- Unit 430, 410,453, RT403 and B402 responded.
- B402 enroute 9:33.
- RT403 on scene at 10:11.
- At 10:36, one crew member in the water.
- At 10:40, the body was recovered and crew members were out of the water.
- At 11:23, all units cleared and the scene was turned over to EPSO.

Structure Fires out of District

1. 15540 Zane Richards (Montana Vista)
2. 111 S Moon (Socorro)
3. 801 TS Daniel Cadena (Socorro)
4. Montana/Hueco Tanks (Montana Vista)
5. 15121 Pumice (Clint)
6. 660 Old Hueco (Socorro)
7. 3995 Vander Veer (Montana Vista)
8. 3840 Mark Jason (Montana Vista)
9. 14470 Horizon (Horizon)

Motion to approve report was made by Commissioner Anaya and seconded by Commissioner Rankins. 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: 245
Station 2: 104
- **Calls for the year 2022:** 2435
- **Stipend:** \$59,411.21

- **Hours:** 4,673.75
- **Fire Marshal Office:** Completed review of budget. 4th of July events and inspections went well. No issues to report. Deputy Fire Marshal Moreno in class and doing well.
- **Training:** Cancelled two trainings, to try and minimize CoVID exposure as we had an increase in exposures and CoVID positive Firefighters.
- **CoVID 19:** We have had a number of Fire fighters who have come back positive for CoVID 19. There have been no major medical issues. In total thus far for the month of July we have had 7 positives with 12 exposures that are being monitored.
- **Fleet:** Rescue 405 was involved in an incident while pulling forward into the bay. The cribbing compartment under the unit opened up and while pulling in struck a bollard. The truck body did not strike the object, the open compartment struck it and will need to be reinstalled.
- **Personnel:** Interviewed 5 personnel on July 25, of those 2 were picked up and will start the hiring process.
- **Special Operations:** The County Search and Rescue Team has had a number of call outs. Two water recoveries which resulted in one cancellation and one retrieval of a body in the canal in San Eli. The team did have a drone call out for a missing person in the desert, Lt Torres was the pilot for this operation and was able to locate the individual and direct law enforcement to the vehicle. This was called in as a potential suicide. Party involved was not injured and evaluated by Life. A potential suicide call out also came into the Red Sands area. Area was searched with the use of law enforcement and the party involved was located and was not injured.
- **HQ:** Committee met on July 21, 2022 to review the RFQ for the architects. Five architects scored a 75% or higher and would advance to the next round for presentation pending the board approval.
- **Misc.:** We will be participating in the NM State Police Officer funeral. Flag will be flown at the grave site. Staff have been working on the budget. We will be presenting to County Commissioners court on August 8.

Motion made by Commissioner Rankins to approve the Chief’s Report. 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	44							174

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

Total for the month of May within the year of 2020: **95**

- **Annual Fire Safety Inspections**

- 8 = FMO Annual Fire Safety Inspections for June '22, 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 – Full Use TCO
 - Cracker Barrel = 90%
 - Stonelake Logistics = 30%
 - New Apartments Complexes
 - New Shop. Ctrs. – Everywhere
 - Assorted Businesses
 - Fire Protection Systems
 - Fire Hydrant Distribution
 - Residential Communities
- **Personnel**
 - FMO is requesting additional FMO deputies for our up-coming budget: 1(FTE) or 2(PT).
- **Training**
 - AFM Franco graduated from EPCC LETA on 07/07.
 - DFM Moreno is enrolled in the BPO Course at EPCC-LETA and will be gone for 6-months.
 - He is doing well. No issues as of today.
- **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).
- **Future Events:**
 - FMO is pre-planning with TOHC-PD for National Night Out 2022, to include a firework display
 - 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. – 3 months away. The travel requests are listed on the agenda

Fire Marshal Guillen also spoke about Saturday Patrol to inspect MFU's vending in our district. Commissioner Anaya asked about National Night Out and where it will be held. Fire Marshal Guillen stated it is in the planning stages and the information will be provided at a future time. Motion made by Commissioner Anaya 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: This policy is being presented again at this meeting with the changes that were discussed at the previous meeting. Chief Menendez presented the policy with all of the changes. Motion to approve the Tuition Reimbursement amended policy made by Commissioner Rankins and seconded by Commissioner Anya. Motion carried.

12. Discussion and take action on ESD Headquarters Construction project: Chief Menendez stated that the Building Committee met on July 25th to discuss the grading of the 13 architects that had submitted RFQ's. Five firms scored 75% or higher and will move to Phase 2 and present their information to the Building Committee on August 10th. The top 1 or 2 firms will then present at the August 11th BOC meeting where the Board will make the final decision on the Firm. Motion to allow the Building Committee to interview the top five architect firms and decide on which firm (s) who will move on to present to the BOC made by Commissioner Berumen and seconded by Commissioner Rankins. Motion carried.

13. Discussion and take action on purchase of Ice Maker for Station #1: Chief Menendez presented a revised quote for the Ice machine that had been approved at the previous meeting. Unfortunately, the previous icemaker had been discontinued and the new model is more expensive. Commissioners discussed the purchase. Commissioner Rankins made a motion to deny the purchase and the motion was seconded by Commissioner Anya. Motion carried.

14. Discussion and take action on surplus equipment: Chief Menendez presented 5 items for surplus, The Elliptical and the Rescue Pods will be auctioned off and the 3 technology items are to be destroyed. Motion to approve the surplus of the 5 items with the disposition stated made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carried.

15. Discussion and take action on Texas State Fire Marshal conference training: Fire Marshal Guillen is asking to send two members from his office to the State Fire Marshal's conference for 10/24/12 to 10/28/12 for the minimum amount of \$2,867.76. Motion to approve the trip request made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carried.

16. 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 presented the following purchases:

1. Daco Fire – Cutter and spreaders for the new Tiller in the amount of \$21,533.00 from account 8100.02
2. Grainger – Thermal Imager with vehicle charger for the Tiller in the amount of \$5,902.54 to come from account 8100.02
3. MES – 30 Fire Fighter hoods in the amount of \$4,127.80 to come from account 9100.02.
4. MES – Five Fire Fighter helmets with accessories in the amount of \$2,781.05 to come from account 9100.02.
5. MES – Helmet lights in the amount of \$2,816.70 to come from account 9100.02.
6. Casco Industries – Purchase of 60 pairs of Fire Fighter gloves in the amount of \$6,780.00 to come from account 9100.02.

Motion to approve six purchases made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carried.

Executive Session: Board retired to Executive session at 7:25pm

17. Discussion and take action on Horizon City TIRZ agreement: No action taken

Board of Commissioners returned from Executive session at 7:53 pm

18. Discussion and take action on Horizon City TIRZ agreement: After consultation with

legal counsel, Commissioner Anaya made a motion to take no action and to delete this item. Motion was seconded by Commissioner Rankins. Motion carries.

19. For the Good of the District: Administrator Ames reminded the board that the Budget workshop is Scheduled for August 1st at 5:00pm.

20. Set date and time for next meeting in August: Next Commissioner meeting will be set for August 25, 2022 at 6:30 pm

21. Adjourn: Motion to adjourn made by Commissioner Booth at 7:58 pm.

Submitted by: Katherine Ames, Administrator

Reviewed by: Diana Hernandez, Administrative Assistant