

Minutes of the August 25, 2022 Commissioners Meeting

1. **Call to order:** 6:32 pm
2. **Establishment of a quorum:** Commissioner Booth, Commissioner Anaya, Commissioner Rankins and Commissioner Berumen present in the building and Commissioner Mayberry present virtually.
3. **Pledge of Allegiance:** The Pledge was recited.
4. **Public Comment:** None
5. **Review and approve minutes of July 28, 2022, August 1, 2022, August 11, 2022 and August 18, 2022 meeting:** Motion to approve all minutes with minor spelling changes noted made by Commissioner Booth and seconded by Commissioner Anaya. Motion carried.
6. **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 is requesting \$11,000 in reallocations amongst two budget categories. Motion to approve allocations made by Commissioner Rankins and seconded by Commissioner Anaya. 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 14, Assistance 11, Brush Fire 13, Car Fire 3, Water Leaks 15, Gas leaks 9, Medical 214, MVA 26, Structure Fire 2; Inspections 24, CoVID – 4 confirmed and 23 PCP.

Structure Fires

1. 636 S Ascencion

- Dispatch received a call-in reference to heavy smoke inside a residence at 13:41.
- Q401 enroute 13:43.
- Horizon and Socorro Fire Departments responded.
- Q401 on scene at 13:49.
- Water on fire 13:53.

- Fire under control 13:55.
- A fire investigator was requested at 13:56.
- Fire out 14:04.
- Q401 reported the fire initiated from the air conditioner unit.
- At 16:50, all units cleared, and the scene was turned over to Texas Gas Service and the fire investigator.

2. 536 Fortenberry

- Dispatch received a call-in reference to smoke coming out of the air conditioner vents at 5:15.
- RT405 enroute 5:15.
- RT405 on scene 5:21.
- At 5:25, RT405 requested for responding units to stand down.
- At 5:40, RT405 cleared. The homeowner was advised to contact an air conditioner repair technician.

Search & Rescues

1. Socorro/Zebu

- The Socorro Police Department Communications cloned a call-in reference to an unoccupied truck with a U-Haul halfway in the canal at 22:23.
- At 22:25, SAR was activated.
- CH401 enroute at 22:27.
- At 22:28, P701 requested for Search and Rescue to stand down. The call was in reference to a vehicle inside the canal with no water. The scene was turned over to the Socorro Police Department.

2. 14400 Horizon

- Dispatch received a call from a suicidal subject in the desert at 19:41. The subject was uncooperative and was refusing to provide information.
- The Horizon Fire Department drone was requested at 20:00.
- Unit 410 enroute with the drone at 20:08.
- SAR activated at 20:25.
- RT401 on scene 20:30.
- Drone launched at 20:53.
- At 22:07, SAR54 reported he found the subject.
- The subject was released to a Horizon City Police Officer.
- The subject was transported to Del Sol Medical Center and all units cleared the scene at 00:05.

3. 15600 Montana

- At 21:46, the El Paso Sheriff's Office Communications received a call-in reference to a possible suicidal subject. The male sent text messages to the reporting party's ex female half stating his body would be found at red sands.
- At 22:28, CH502 requested for SAR to be activated.
- SQ404 enroute at 22:34.

- CH401 enroute to the station to pick up the drone 22:46.
- CH401 enroute with the drone at 22:58.
- CH401 on scene 23:12.
- SQ404 on scene 23:25.
- At 23:34, an EPSO deputy made contact with the subject who was awake and conscious.
- The male was medically assessed and released to an EPSO deputy.
- All units cleared at 00:23.

Structure Fires out of District

1. 4229 Oshea (Montana Vista)
2. 14521 Montana (Montana Vista)

Motion to approve report was made by Commissioner Anaya 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 July:** Station 1: 210
- Station 2: 122
- Total calls: 332
- **Calls for the year 2022:** 2775
- **Stipend:** \$59,745.89
- **Hours:** 4,657.60
- **Fire Marshal Office:** The city of Horizon proposed an ordinance for carports, and the initial push was based on information obtained from the ESD that was mentioned an unofficial meeting. In the second meeting, it was amended and stated that we have no say on carports when it comes to residential property. I have had some inquiries for the position of Deputy Fire Marshal.
- **Training:** Fire Chief currently enrolled in Fire Officer III/IV course. Completion date of September 3, 2022. We have approximately 15 firefighters who are taking the SFFMA certification course to challenge TCFP in October.
- **CoVID 19:** Currently have no one out on leave
- **Fleet:** All trucks are in service, minor issues coming up on occasion nothing that is causing long term out of service times.
- **Personnel:** The Horizon Fire Department had two firefighters resign.
- **Response:** One Structure fire on Ascension, cause was A/C. Other reported structure fire was downgraded as there was no active fire.
- **Special Operations:** C*SAR team called out for a missing person in Red Sands, along with a drone call out for a missing person who had dementia. The drone call-out was canceled as the male was located. One Water Rescue call out but were canceled en-route
- **HQ:** Architect was chosen for the Admin building. BRW was chosen and is working on contract and schedule to present at a later date.

- **Misc.:** Staff is working on National Night out that will be held October 14.

Motion made by Commissioner Booth to approve the Chief's Report. Commissioner Rankins seconded the motion. 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	21	44	24						198

Total for the month of May within the year of 2021: **208**

Total for the month of May within the year of 2020: **143**

- **Annual Fire Safety Inspections**
 - 21 = FMO Annual Fire Safety Inspections for July '22, as per Emergency Reporting (Report #1764)
 - 1 = Stop Work Orders = Firework Vendor
- **New Building Construction**
 - FMO is continuously working with on-going projects: ##% = Completed; UR=Under Review; PR=Permit Released; Comms=Communicating
 - Cracker Barrel = 95%
 - Panda Express = 85%
 - Texas Kids Dental = 55%
 - Stonelake Logistics = 40%
 - Tenant Improvements - Everywhere
 - 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).
 - FMO will be seeking to advertise position soon...
- **Training**
 - No FMO training within July
 - DFM Moreno -- He is doing well. No issues as of today.
- **Miscellaneous Activities & Information**
 - FMO is now occupying the temporary FMO office...
 - FMO is still waiting on our newly assigned F150 Responder (new FMO vehicle). Working Saturdays to enforce compliance (MFU's, Construction
- **Future Events:**
 - Working with Admin to close out as many 'open' invoices as possible prior to the end of the FY.
 - DFM Hernandez and DFM Rodriguez Will be attending FREE local training 09/14/2022

- FMO is pre-planning with TOHC-PD for National Night Out 2022, to include a firework display
- FM Guillen & DFM Rodriguez are registered to attend the 2022 TXFMO Conference.
 - Scheduled for 10/24 thru 10/28 in San Marcos, TX. – 2 months away.

Commissioner Berumen stated that he came into the office as a customer and felt it was a positive experience. Commissioner Booth asked about what is done on the Saturday they work and Fire Marshal Guillen explained it was to make sure Mobile Food Units that vend on the weekends are code compliant and also to check for any new unpermitted construction. Motion to approve the report made by Commissioner Rankins and seconded by Commissioner Booth. Motion carried.

10. Discussion and take action on Horizon Fire Department and ESD contract: Assistant Chief Ames spoke about the changes made to the contract in regard to dollar amounts and that the transfer of the Public Relations Specialist from the HFD company to the ESD. Commissioner Berumen asked if the required shifts for volunteers decrease, and the answer was potentially after the ESD hires paid Fire Fighters. Motion to approve the contract and allow President Mayberry to sign the contract on the behalf of the ESD made by Commissioner Anaya and seconded by Commissioner Rankins. Motion carried.

11. Discussion and take action on employee COLA's for the FY 22-23 Fiscal Year: Chief Menendez presented a 2.5% leveling raise and a 5% COLA for a total of 7.5% for all ESD employees who qualify by policy. Chief Menendez spoke about COLA's that have been approved in other organizations in the El Paso area and how they compare to this proposed COLA. He also spoke about the Districts analysis of staff in regards to pay and time on the job. He stated he believes the COLA will help with longevity of our staff. We are not equal in pay with departments around us and we may not be able to match the same pay, but we need to do what we can to recruit and keep staff within the budget we have. Chief Menendez is asking for the board to approve a 7.5% COLA for all ESD employees who qualify by policy to get them to the pay level of the Operating Tier system that will be put in place in the coming months. In the coming year he will be working on a tier system for all ESD employees. Cynthia Ramirez from HR Cano spoke about ripple effect of COVID and the difficulty with keeping up with different agencies and the importance of keeping good employees that we have spent a lot of money to train them. Commissioner Booth would like to see a more tiered system for the next year in which the Chief stated he will work on that for next budget year. Commissioner Booth made a motion to approve the 7.5% COLA for all ESD employees who qualify by policy to begin October 1st. Motion was seconded by Commissioner Rankins. Commissioners in favor: Commissioner Anaya, Commissioner Rankins, Commissioner Berumen and Commissioner Booth. Commissioner Mayberry abstained from voting. Motion carried.

12. Discussion and take action on ESD Headquarters Construction project: Chief Menendez stated that we are in the preliminary phase of setting up our first planning meeting with BRW. This firm will base the fees on the hours for project completion verses percentage of Construction cost. Chief Menendez asked if the board wants the Building Committee to continue with the planning. Commissioner Booth asked that the board get briefs on the day-to-day meetings, and they will be presented with major items for their input and vote. Administrator Ames spoke about what will occur in the next few weeks and that BRW will take minutes of the meetings and they will be emailed to the board. Motion to table made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carried.

13. Discussion and take action on Texas Emergency Services Retirement System 13th payment: Chief Menendez stated that the ESD budgets \$10,000 each year to give an extra payment to the volunteer pension system to all members active during a certain month of the year. He is asking the board to approve the payment for FY 22'. Motion to approve the \$10,000 payment to TESERS made by Commissioner Booth and seconded by Commissioner Anaya. Motion carried.

14. Discussion and take action on the replacement of Fire Marshal desktop computers: Chief Menendez presented a quote to replace four desktops and to purchase two monitors for each desktop for the Assistant and Deputy Fire Marshal's as well as purchase a replacement laptop for Fire Marshal Guillen in the amount of \$8,020.76 to come from account 9000.03. Motion to approve purchase made by Commissioner Rankins and seconded by Commissioner Booth. Motion carried.

15. Discussion and take action on the purchase of a Quick Response Vehicle and Equipment: Chief Menendez presented a quote for the purchase of a new Chevrolet 3500 to be used as a Quick Response Vehicle. This vehicle will not be delivered for at least 9 months and the cost of the vehicle will be \$77,901.00 to come from accounts 9500.01 & 9300.02. This quote is HGAC pricing. This will replace the 2010 Chevrolet Suburban that has over 100,000 miles. In addition, he presented a quote for lighting for this vehicle in the amount of \$12,377.40 to come from account 9300.02. Motion to approve both purchases made by Commissioner Anaya and seconded by Commissioner Rankins. 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. AHS – to replace rope gear on Q-401 in the amount of \$6,674.08 to come from account 9450.02
2. Casco Industries – 40 sets of structural gloves in the amount of \$4,565.00 from account 9100.02.
3. MES – Helmet lights for the Fire Fighters in the amount of \$2,786.70 to come from account 9100.02
4. AHS – Swift water gear for the SAR team members in the amount of \$1,387.75 to come from account 9450.02.
5. W.S. Darley – Saw and Ram for the Tiller in the amount of \$4,940.00 to come from account 8100.02.

Motion to approve five purchases for a total amount of \$20,353.53 made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.

Executive Session: None

17. For the Good of the District: Chief Menendez stated that National Night Out is October 4th and we will have tickets for all members for a Chihuahua Baseball game on September 3rd. In October we will also be holding a CPR class. Administrator Ames thanked the board for their support and attending all the meetings during budget season. We will be closing out the FY 22' budget on September 29th. Administrator Ames also spoke about the ESD selling special patches at National Night Out and that the proceeds will be donated to area schools and organizations.

18. Set date and time for next meeting in September: September 22, 2022 at 6:30 pm

19. Adjourn: Motion to adjourn made by Commissioner Rankins at 7:57 pm

Submitted by: Katherine Ames, Administrator

Reviewed by: Diana Hernandez, Administrative Assistant