

Minutes of the September 22, 2022 Commissioners Meeting

1. **Call to order:** 6:30 pm
2. **Establishment of a quorum:** Commissioner Booth, Commissioner Berumen, and Commissioner Mayberry present in the building. Commissioner Anaya and Commissioner Rankins were absent.
3. **Pledge of Allegiance:** The Pledge was recited.
4. **Public Comment:** None
5. **Review and approve minutes August 25, 2022 meeting:** Motion to approve the August 25th minutes made by Commissioner Berumen and seconded by Commissioner Booth. Motion carries.
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 spoke about the Fiscal year closeout procedures and that we are in a good place financially. Next month she will present budget reallocations to finish up the FY 22' year. September 29th will be the closeout so there will be more checks in the coming week for signatures. For next Fiscal year, Administrator Ames will be presenting budgeted expenditures for approval during this agenda item. Motion to approve the report made by Commissioner Booth and seconded by Commissioner Berumen. Motion carries.
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 32, Assistance 28, Brush Fire 1, Car Fire 2, Water Leaks 11, Gas leaks 9, Medical 230, MVA 54, Structure Fire 6; Inspections 41, CoVID – 4 confirmed and 33 PCP.

Structure Fires

1. 995 Follifoot

- Dispatch received a call in reference to burnt odor inside the residence at 20:29.
- P402 enroute 20:31.
- Horizon, Clint and Socorro Fire Departments responded.

- P402 on scene 20:38.
 - At 20:40, P402 requested for additional responding units to stand down.
 - All units cleared the scene at 20:57.
- 2. 14065 Peter Noyes**
- Dispatch received a call in reference to flames underneath an air conditioner unit located on top of the roof at 19:48.
 - P403 enroute 19:50.
 - Horizon and Socorro Fire Departments responded.
 - P403 on scene 19:54.
 - At 20:00, additional responding units were requested to stand down.
 - At 20:07, P403 reported no smoke or hot spots were located.
 - All units cleared the scene at 20:16.
- 3. 520 Cascada**
- Dispatch received a call in reference to smoke coming from an electrical socket in the kitchen at 6:55.
 - RT403 enroute 6:59.
 - Horizon and Socorro Fire Departments responded.
 - Q401 on scene 7:09.
 - At 7:11, Q401 requested for additional responding units to stand down.
 - At 7:16, Q401 reported the source of the smoke was due to an electrical wire burning. The panel was turned off.
 - At 7:29, all units cleared, and the scene was turned over to EPSO. The homeowner was advised to contact El Paso Electric.
- 4. 937 Galaxia**
- At 19:27, dispatch received a call in reference to the fire alarm going off due to smoke in the kitchen.
 - P403 enroute 19:30.
 - Horizon and Socorro Fire Departments responded.
 - RT405 on scene 19:34.
 - At 19:36, RT405 advised of no smoke and requested for additional responding to stand down.
 - All units cleared the scene at 19:46.
- 5. 813 Crathorne**
- Dispatch received a call from a neighbor reporting an intoxicated female was inside the residence burning items at 1:56.
 - P403 enroute 1:58.
 - P403 on scene 2:05.
 - At 2:06, P403 reported no fire. The call was reference to a police matter. Additional responding units along with the fire investigator were requested to stand down.
 - At 2:15, all units cleared and the scene was turned over to EPSO.
- 6. 12717 Valentine**
- At 19:54, dispatch received a call in reference to a couch on fire.

- Q401 enroute 19:57.
- Horizon and Socorro Fire Departments responded.
- SQ403 on scene at 20:06.
- Fire out at 20:07. Additional responding units were requested to stand down.
- At 20:16, SQ403 reported there was no actual fire. The smoke was due to a curling iron left on the side of the couch.
- At 20:22, all units cleared, and the scene was turned over to EPSO.

Search and Rescue

7. 15600 Montana @ Red Sands

- At 22:19, dispatch received a call in reference to two females lost at red sands. The information was provided by the mother who stated she received a call from her daughters advising they were stuck in the sand and did not know where they were at.
- RT401 with 2 SAR members enroute at 22:26.
- RT401 (2 members)/Unit 410/UT402 (1 member)/UT405/CH402 responded
- RT509 on scene at 22:29.
- At 22:46, the females were located.
- At 22:50, RT509 requested for SAR to stand down.
- All units cleared the scene at 23:00.

Structure Fires out of District

1. 420 Valle Tila
2. 10064 Alameda
3. 15522 Montana

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 August:** Station 1: 239 Station 2: 149 Total calls: 388
- **Calls for the year 2022:** 3099
- **Stipend:** \$ 53, 281.80
- **Hours:** 4,153.15
- **Fire Marshal Office:** FMO Staff have been occupying the mobile office. It is still being powered by generator. El Paso Electric has already run power to the property and we are now waiting for the meter to come in to have our electrician complete the loop for constant power.
- **Training:** Holding a Rope Technician course in October we will have some of our members attending the two-week program.
- **CoVID 19:** No members are currently out, but we will be having a flu vaccine clinic this Saturday the 24th from 0900 to 1500. All are encouraged to attend.

- **Fleet:** Pump test was conducted and we had 4 pumpers fail for minor reasons ranging from overheating when the truck is put under max load for 15 minutes. To also include primer not working. These items are being addressed and repaired currently. Some of these failures can be attributed to the aging fleet and replacement of some of the units is planned as part of the replacement cycle. Sq 403 was involved in an a MVA and rear ended another vehicle. There were no injuries but the driver of the unit was cited. Damage to other vehicle cost \$3,379.52, Damage to unit Sq403, only involved an emergency light on the front grill.
- **Personnel:** The Horizon Fire Department picked up three new members, they are being processed and onboarding to take place on the 27th.
- **Response:** Multiple calls for structure fires that resulted in minor incidents. Nothing major to report.
- **Special Operations:** Responded to Red Sands for two missing females. Units were cancelled, females were located. C*SAR team responded to a potential law enforcement incident in Montana Vista area. Sheriff members were lead agency on this. Incident was terminated once one male was located deceased. Scene was a crime scene and Law Enforcement handled.
- **HQ.:** Contract was submitted from BRW and is pending board approval.
- **Misc.:** National Night out is October 4 from 1800 to 2100. The FF Banquet date has been set for December 3 and will be held at Cattlemen's. ISO results came back, and in the city of Horizon, we scored 88.26. In the rest of the county, we provide services to we scored 84.03. I have submitted a letter of explanation to ISO asking for an explanation on the grading of Horizon city. A meeting has been set for September 28, in which we will discuss the grade.

Chief spoke in depth about the ISO rating and answered questions from the Commissioners. Chief spoke about benefits of having Horizon City rated as a I, which would give the residents a 2% discount on the fire portion of their homeowners insurance. Chief spoke about a 1 rating in City of Horizon and how it would help bring more businesses to the town. Motion made by Commissioner Booth to approve the Chief's Report. Commissioner Berumen 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	32					230

Total for the month of August within the year of 2021: **234**

Total for the month of August within the year of 2020: **140**

- **Annual Fire Safety Inspections**

- 41 = FMO Annual Fire Safety Inspections for August '22, as per Emergency Reporting (Report #1764)
- 5 = Stop Work Orders = Pallet Business (x2); Unauthorized Construction (x2); MFU (x1)
- **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 = 95%
 - Texas Kids Dental = 65%
 - Stonelake Logistics = 50%
 - 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 August
 - DFM Moreno -- He is doing well. He obtained CoVID while at the academy. Remote learning was approved by both agencies. No issues as of today.
- **Miscellaneous Activities & Information**
 - FMO is now occupying the temporary FMO office... We are still getting acclimated.
 - FMO is still waiting on our newly assigned F150 Responder (new FMO vehicle).
- **Future Events:**
 - Working with Admin to close out as many 'open' invoices as possible prior to the end of the FY.
 - 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. – 1 month away.

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

10. Discussion and take action on extension of the Paid Quarantine Leave Policy: Chief is asking the board to extend the Covid Leave Policy to December 31, 2022. Commissioner Booth made a motion to extend the leave policy. Motion was seconded by Commissioner Berumen. Motion carried.

11. Discussion and take action the revision of ESD Drug Testing Policy: Chief Menendez

presented a revised Drug Testing Policy that has been reviewed by HR and the attorney. Commissioners asked a few questions for clarification. Motion to approve the revised policy made by Commissioner Berumen and seconded by Commissioner Booth. Motion carried.

- 12. Discussion and take action on Architect contract between El Paso County ESD No.1 and BRW Architects:** Chief Menendez, Administrator Ames and the attorney have reviewed the contract and had a conference call with BRW for recommended changes to the contract. The biggest addition was on including the services of “Commissioning”. Administrator Ames discussed the budget portion of the contract and that the amounts are within the FY 23’ budget and the schedule is on target with our Hunt requirements. A motion of the ESD No. 1 board of Commissioners to authorize Board President Bill Mayberry to sign the agreement with Brown, Reynolds, Waterford Architects, Inc. in an amount not to exceed \$1,198,200.00 for professional services associated with architectural and engineering services for the design and construction of the ESD’s new headquarters, pending final approval from legal counsel made by Commissioner Booth and seconded by Commissioner Berumen. Motion carried.
- 13. Discussion and take action on approval of eight (8) new El Paso County ESD #1 employment positions for Operations:** Chief Menendez stated that in the FY 23’ budget, it was approved to hire four Fire Fighters, two engineers and one Lt./Captain position for fulltime positions. The job descriptions for these positions have been created and are awaiting final review from HR. These eight positions would not be hired until January 2023. There is still administration work to be done to have everything in place before these positions can be hired. Next month the Chief will be making a presentation to hire three part time officer positions to help with the preparation for hiring. The eight new hires would work a 48/96 shift and back fill will be done with the volunteer staff. Commissioner Berumen stated he had a lot of questions before we hire these individuals. It was explained that this agenda items is to create the eight new positions so that administration can work on the additional information that the Commissioner is asking about. Commissioner Berumen is asking that all current employees have equal pay. Chief stated that was the purpose of the COLA that was approved last month. Motion made to create eight
- 14. Discussion and take action on approval of Pay scales, Incentive Pay and Benefits for the eight (8) new EL Paso County ESD #1 employment positions for Operations:** Chief Menendez presented the pay scale chart, benefits, and incentive pay chart and spoke about the rationale behind them. Commissioner Berumen asked about the total budget and what was percentage is ESD salaries of our overall budget. Administrator Ames stated that the payroll budget to include the FF Stipend is 21% of our total budget. The Chief also presented a chart showing the total cost of each employee to include the payroll expense and Health Insurance. Commissioner asked various questions about this chart, which were answered by the Administration staff. Commissioner Booth made a motion to approve the Pay scale, benefits and incentive pay scale with final calculation approval from SBNG. Motion seconded by Commissioner Berumen. Motion carried.
- 15. Discussion and take action on ESD Headquarters Construction project:** Nothing to report at this time. No action taken.
- 16. Discussion and take action on Surplus of equipment:** Chief Menendez is asking for the classroom projector screen to be surplusd as we no longer use it. Motion to approve the surplus with an inhouse auction of the item made by Commissioner Berumen and seconded by Commissioner Booth. Motion carries.

- 17. Discussion and take action on Paramedic Class Training/Certification Sponsorship:** Chief Menendez stated that Firefighter Alva is enrolled in the same paramedic class that the board approved for Captain Kovach previously. She is willing to pay for half the tuition and is asking for the ESD to sponsor her for the remainder portion of the tuition. She currently has an “A” in the class and is in good standing with the department. There was discussion about the student, her history with the department, the need of certified people and what the past practice was on this type of lass. Motion made by Commissioner Mayberry to sponsor the entire cost of the class in the amount of \$6,865.00. Motion was seconded by Commissioner Berumen. Motion carried.
- 18. Discussion and take action on Travel request for Paramedic Skills Test:** Chief Menendez presented trip requests to send two students out of town for the paramedic skills class for an estimated cost of \$3,027.47. Motion to approve made by Commissioner Booth and seconded by Commissioner Berumen. Motion carried.
- 19. Discussion and take action on Travel request for Fire Officer III class for Assist. Chief Ames:** Chief Menendez spoke about his experience in the Fire Officer II class and is requesting to send Chief Ames to the same class for an estimated cost of \$1,464.00. Motion to approve made by Commissioner Booth and seconded by Commissioner Berumen. Motion carried.
- 20. Discussion and take action on Contracting Mike Pietsch ISO Consultant for ISO rating meeting:** Chief Menendez had spoke about the ISO rating in length during the Chief’s report. He is requesting that we approve \$7,500 for the consultant to assist with the rerating for the Town of Horizon. Motion to approve made by Commissioner Berumen and seconded by Commissioner Booth. Motion carried.
- 21. Discussion and take action on purchase/repair of Fire Equipment to include Fire Fighter Equipment, Tactical Equipment, Communication Equipment and General Fire Department supplies:** Motion to delete made by Commissioner Berumen and seconded by Commissioner Booth. Motion carries.

Executive Session: None

22. For the Good of the District: Chief reminded everyone about National Night out on October 4th from 6:00 to 9:00pm. We will be sponsoring a flu clinic on Saturday from 9:00am to 3:00pm.

23. Set date and time for next meeting in October: October 27, 2022 at 6:30 pm

24. Adjourn: Motion to adjourn made by Commissioner Booth at 9:06 pm

Submitted by: Katherine Ames, Administrator

Reviewed by: Diana Hernandez, Administrative Assistant