

Minutes of the October 27, 2022 Commissioners Meeting

1. **Call to order:** 6:39 pm
2. **Establishment of a quorum:** Commissioner Booth, Commissioner Berumen, Commissioner Anaya, Commissioner Rankins and Commissioner Mayberry present in the building.
3. **Pledge of Allegiance:** The Pledge was recited.
4. **Public Comment:** None
5. **Review and approve minutes September 22, 2022 meeting:** Motion to approve the September 22nd minutes made by Commissioner Booth and seconded by Commissioner Rankins. Motion carries.
10. **Discussion and take action on the approval of a Resolution of the Board of Commissioners of El Paso County Emergency Services District NO. 1 regarding a loan:** Adrian Galvan from TGL gave a presentation to the board. He spoke about the history of interest rates and what the market has been doing. He thanked Administrator Ames for providing all the information requested by potential lenders during the bidding process. Mr. Galvan explained the bids and their interest rates and if approved tonight the loan will fund on November 9th. He reviewed the debt schedule and our tax rate. Motion made by Commissioner Booth to accept funding from Trust Bank with a percentage rate of 4.08% for a term of 10 years. Motion was seconded by Commissioner Rankins. 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 presented monthly bills for approval to include: Employee Physicals by Frontline Mobile Medical in the amount of \$18,000, Annual pump testing from Siddons Martin in the amount of \$3,500.00 and the Tax Collection expense for FY 2022 by the City of El Paso in the amount of \$78,215.40. She also presented budget reallocations for the FYE 22' to make the ending balances in all the accounts positive or zeroed. She is requesting reallocations for the ESD/FD in the amount of \$24,610.49 and for the FM budget in the amount of \$771.84, Mrs. Ames then presented the FY 22' fourth quarter report. The ESD had unspent funds at the end of the Fiscal Year, and this was the first year that the ESD did not have to utilize reserve funds for operations this Fiscal year.

4th Quarter Financial Report - 07-01-22 to 09-30-22

| | <i>4th Quarter 07-01-22 to 09-30-22</i> | <i>Percentage</i> | <i>4th Quarter 07-01-21 to 09-30-21</i> |
|----------------------------------|---|----------------------|---|
| ESD Income | | | |
| Budgeted Tax Collection | \$3,885,061.43 | | |
| Actual Collection | \$3,958,698.14 | 101.90% | 101.44% |
| <i>Difference</i> | <i>\$73,636.71</i> | | |
| Expense | | | |
| ESD Budgeted Amount | \$4,045,913.06 | | |
| ESD Budget Spent | \$3,387,677.29 | 83.70% | 65.00% |
| <i>Remain ESD Budget</i> | <i>\$658,235.77</i> | | |
| HFD Budgeted Amount | \$682,877.49 | | |
| HFD Budget Spent | \$604,568.92 | 88.50% | 56.00% |
| <i>Remain HFD Budget</i> | <i>\$78,308.57</i> | | |
| Total Budgeted Amount | \$4,728,790.55 | | |
| Total Operating Spent | \$3,992,246.21 | 84.40% | 64.34% |
| <i>Total Operating Available</i> | <i>\$736,544.34</i> | | |
| FM Income | \$854,399.42 | | \$615,443.90 |
| | | Inc. \$238,955.52 | |
| Expense | | | |
| Budgeted Amount | \$660,224.71 | | |
| FM Budget Spent | \$565,699.46 | 85.70% | 86.94% |
| <i>Remaining Budget \$\$</i> | <i>\$94,525.25</i> | | |
| Construction Account | | | |
| Construction Budget Amount | \$300,262.90 | | |
| Construction Spent | \$109,692.48 | | |
| <i>Construction Remaining:</i> | <i>\$190,570.42</i> | | |
| ESD Reserve Balance: | \$1,029,811.85 | | \$1,128.46 Earnings |
| Sales Tax Balance: | \$2,522,218.51 | | |

Commissioner Berumen stated he can see all the work that is going into the day-to-day financial operations and asked if additional staffing is needed. Administrator Ames stated that the current personnel are able to keep up with the workload but that we will definitely reassess personnel needs after we bring on the additional paid operations staff. Motion to approve the expenditures, financial report and the budget Reallocations made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carries.

- Review and approve communications report on monthly calls as reported by Horizon City dispatch:** (Report was given by Leslie Duran, HCPD Dispatch)

- Call numbers reported consist of the following: Alarm 22, Assistance 25, Brush Fire 9, Car Fire 1, Water Leaks 13, Gas leaks 8, Medical 239, MVA 27, Structure Fire 4; Inspections 30, CoVID – 0 confirmed and 31 PCP.

Structure Fires

14521 Horizon @ Clint ISD Admin

- Dispatch received a call in reference to smoke inside the building and burnt smell at 9:19.
- RT405 enroute at 9:20.
- Horizon and Socorro Fire Departments responded.
- Q401 on scene along with two Horizon City Police Department officers at 9:24.
- At 9:26, Q401 reported odor of smoke inside the building and would be checking the building with the thermal imaging.
- At 10:02, SQ403 reported to have isolated faint burnt smell to an air conditioner unit.
- The front and back doors were open for ventilation.
- At 10:25, all units cleared, and the scene was turned over to maintenance.

1694 Sam Dominguez

- Dispatch received a call in reference to juveniles inside a mobile home starting a fire at 18:00.
- P403 enroute 18:04.
- Horizon and Montana Vista Fire Departments responded.
- CH401 on scene at 18:15.
- CH401 requested for additional responding units to stand down.
- At 18:16, P402 reported the call was in reference to a small pile of twigs on fire and the fire was out.
- All units cleared the scene at 18:23.

165 Ennis

- Dispatch received a call in reference to smoke coming out from the roof at 20:59.
- P402 enroute 21:01.
- Horizon, Clint and Socorro Fire Departments responded.
- P402 on scene 21:09.
- At 21:13, Q401 reported light smoke was coming from the attic.
- Water on fire 21:17.
- Fire knocked down 21:20.
- All units cleared the scene at 22:24.

14505 Horizon @Action Care

- Dispatch received a call in reference to burnt smell at 8:01.
- RT402 enroute 8:04.
- Horizon and Socorro Fire Departments responded.
- P403 on scene at 8:10.
- At 8:15, P403 requested for any additional responding units to stand down.
- At 8:23, a Horizon City Police Officer reported the call was in reference to roofers repairing the roof with tar.
- All units cleared the scene at 8:30.
-

Search and Rescue

6900 Hueco Tanks

- Dispatch received a call from CH401 requesting for SAR to be activated in reference to a female on top of the chain trail with a sprained ankle at 12:05.
- SQ403 enroute 12:12.
- SQ403 (1 Member on Board)/RT401 (2 Members on Board)/UT402 (1 Member on Board) responded.
- RT501 on scene 12:30.
- At 12:45, CH501 made patient contact.
- At 13:37, the female was loaded on the basket and the process to take her down the mountain initiated.
- At 14:18, the patient was on the ground.
- At 14:57, a patient refusal was obtained. All units cleared the scene.

White Tail Deer/Greg

- The El Paso Sheriff's Office Communications received a call in reference to a possible victim with a gunshot wound in the desert at 5:53.
- The Montana Vista Fire Department was requested to respond at 6:14.
- SAR was requested to be activated at 6:29.
- UNIT 458/UNIT 410/UNIT 429/RT403 (2 Members on Board)/CH402
- RT509 on scene 6:42.
- RT403 enroute 6:47.
- At 8:51, the victim was located by Border Patrol Air Support.
- At 10:21, all fire units cleared, and the scene was turned over to EPSO.

Structure Fires out of District

1. 14733 Cassidy (Montana Vista)
2. 2. Flor Margarita/Telop (Socorro)
3. 3. 648 Maxine (Socorro)

Commissioner Berumen asked about on scene times which were explained by Chief Menendez. 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 September:** Station 1: 254, Station 2: 119, Total calls: 373
- **Calls for the year 2022:** 3518
- **Stipend:** \$ 84,490.14
- **Hours:** 6,565.167
- **Fire Marshal Office:** Looking at getting El Paso Electric hook up for the portable office by the end of the month. Deputy Fire Marshal continues to do well in the Peace Officer Academy. Two Fire marshals assisted with the Active shooter incident providing security for triage/treatment/transport area.
- **Training:** The fire department participated in an active shooter scenario at Horizon High School. FD Operations performed very well. Some deficiencies were identified in the after-action, mostly involving communications and Unified Command
- **CoVID 19:** ESD had one member out on COVID Leave but has since returned.
- **Fleet:** All the trailers with tires older than five years received new tires. P403 received new brakes, and Quint 401 had a cracked rotor that was replaced. Tentative delivery for the Tiller has been pushed back to April.
- **Personnel:** Working on the hiring process for the 8 new Operations personnel scheduled to start in January.
- **Response:** We had a number of potential structure fires nothing involving major loss.
- **Special Operations:** Responded to Hueco Mtns for an injured party with a sprained ankle. Crews were able to safely get the pt off the mountain. SAR Activation for a possible gunshot victim. SAR units respond and assist with the incident.
- **HQ.:** Committee attended meeting and discussed the preliminary needs of the ESD. Notes are being created and will be sent out in the coming days. This meeting was the start of the design process with BRW. Items were covered line by line in regard to placement, access, and size.
- **Misc.:** CPR class will be held this Saturday here Central for the First Baptist Church. Met with ISO and discussed the items in question. We have scheduled a meeting for March 2023. Also, I have requested to be placed on the agenda for Horizon city council to discuss ISO and potential consultant payment.

Chief spoke more about the ISO rerating, the benefits, and the date for the rerating. Commissioner Berumen stated that there is a lot of work involved in the Iso rating and if the Chief needs personnel just to ask for it. Motion made by Commissioner Berumen to approve the Chief's Report, seconded by Commissioner Anaya. 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 Assistant Fire Marshal Franco)

| | J | F | M | A | M | J | J | A | S | O | N | D | 2022 |
|--------------|----|----|----|----|----|----|----|----|----|---|---|---|------|
| Construction | 13 | 47 | 21 | 28 | 21 | 44 | 24 | 32 | 24 | | | | 254 |

Total for the month of August within the year of 2021: **269**

Total for the month of August within the year of 2020: **169**

- **Annual Fire Safety Inspections**
 - 82 = FMO Annual Fire Safety Inspections for September ‘22, as per Emergency Reporting (Report #1764)
 - 1 = Stop Work Orders = Unauthorized Construction

- **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 = Completed
 - Texas Kids Dental = 70%
 - Stonelake Logistics = 65%
 - 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 September
 - DFM Moreno -- He is doing well. No issues as of today.

- **Miscellaneous Activities & Information**
 - FMO is requesting additional FMO deputies for our up-coming budget: 1(FTE) or 2(PT).
 - FMO will be seeking to advertise position soon...

- **Future Events:**
 - Working with Admin to close out our annual audit.

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

11. Discuss and take action on creating a sub-committee of two Commissioners, the ESD #1 Chief and Assistant Chief to have meetings with ESD #2 to discuss

changes to services and collaborations between the districts: Commissioner Booth stated that this item came from a discussion with ESD #2 at the SAFE-D conference earlier this year. The objective is to have more regular collaboration between the two districts on a quarterly basis. These meetings are to not make decisions but to facilitate discussions and to collaborate with the other ESD. Chief Menendez spoke about the benefits of these meetings with the two committees. Commissioner Berumen spoke about the collaboration would benefit our district. Commissioner Berumen and Booth are volunteering for this committee. Motion to approve the committee with Commissioner Berumen, Commissioner Booth, Chief Menendez and Assistant Chief Ames made by Commissioner Mayberry and seconded by Commissioner Rankins. Motion carried.

12. Discussion and take action on amending the ESD Uniform Policy 500.001: Chief Menendez is asking that the item be deleted. Motion to delete made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.

13. Discussion and take action on TCDRS Plan Agreement for Plan Year 2023: Administrator Ames spoke about our current contributions to the ESD pension and what has been budgeted for in this Fiscal Year. It is her recommendation to increase the ESD contribution to 250% and to lower the required vested years from 10 years to 8 years. Commissioner Anaya made a motion to increase our contribution to 250% and lower the vested years to 8 years and to allow Administrator Ames to sign and submit the plan changes as plan administrator. Motion was seconded by Commissioner Berumen. Motion carried.

14. Discussion and take action on ESD providing \$1,000 to the Horizon Fire Company for FY 23' Bank Fees: Administrator Ames stated that positive pay has been added to all accounts to include the Horizon Payroll account, which is now charging them bank fees. The Horizon Fire Department has approved the addition of the positive pay to add an additional layer of protection against fraud. Administrator Ames is asking that the Horizon Fire Department be given \$1,000.00 to cover their bank charges for the year. Motion to approve the additional funds made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.

15. Discussion and take action on approval of three (3) new El Paso County ESD #1 part time Officer employment positions for Operations: Chief Menendez is proposing the hiring of three part time officers to include an Assistant Chief and two Captains. These positions will help to keep up with state requirements and other reporting agencies. These positions have been budgeted for no more than 29 hours per week. The job descriptions were posted to the agenda folder. Motion to create 3 part time officer positions made by Commissioner Rankins and seconded by Commissioner Booth. Motion carried.

16. Discussion and take action on approval of hiring eight (8) Fulltime and three (3) part-Time employees for El Paso County ESD #1 Operations: Chief Menendez is requesting to hire eight fulltime operations positions to start in January and three part time positions to start November 9th. Chief reviewed the employment documents that have been created in preparation for these new hires. The ESD Administration is working with HR to help with this process. Commissioner Berumen stated that he can see all the work that has been done for this process. He is asking that we also consider a Health incentive as other agencies provide this. Chief Menendez stated that the goal is staff all three shifts within in three years. The board spoke about retention and

longevity of staff as well. Motion to approve the hiring of eight fulltime positions and three part time positions made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carried.

- 17. Discussion and take action on approval of hiring one (1) Fulltime or two (2) part-Time employees for El Paso County ESD #1 Fire Marshal office:** Chief Menendez stated that we budgeted for two part time or one fulltime Deputy Fire Marshal position(s). We have had at least five qualified individuals inquire about positions with our agency. The Chief is asking for the board to approve these positions and allow us to move forward with the hiring process for these positions. There was discussion from the board about these positions. Motion to approve the hiring of two part-time or one full time Deputy Fire Marshal position made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.
- 18. Discussion and take action on adding Employment Assistance Program coverage through VFIS for HFD and ESD employees:** Chief Menendez presented a proposal for an Employee Assistance Program for a cost of \$3,000 and this would be for 80 employees. This is at no cost to the employees but will be an added benefit for them. Chief Menendez gave a list of benefits that would be available to the members through the program. Commissioner Mayberry is asking that we make some sort of presentation on the benefits in this program to the members of the department. Commissioner Booth made a motion to approve up to \$3,500.00 for this program to allow for additional employees to be added in the future. Motion was seconded by Commissioner Anaya. Motion carried.
- 19. Discussion and take action on ESD Headquarters Construction project:** Chief Menendez spoke about the building committee meeting with BRW on Monday. The committee worked on the planning portion for the spaces. No action is to be taken on this item.
- 20. Discussion and take action on Surplus of equipment:** Chief Menendez presented the Surplus list that included Computers from the Fire Marshal's office. It is recommended that they be marked to be sold or destroyed. Motion to approve the surplus of the items listed by Commissioner Anaya and seconded by Commissioner Berumen. Motion carried.
- 21. Discussion and take action on Travel request for Saving Your Own training:** Chief Menendez is asking to send two Captains to a training in Dayton Ohio on strategies and tactics on safety and saving your own. The estimated cost is \$6,164.29. Board discussed the current fluctuation in travel and understand if the cost increases due to unforeseen cost changes. Motion to approve the training made by Commissioner Berumen and seconded by Commissioner Booth. Motion carried.
- 22. Discussion and take action on a Life Assist Purchase order in the amount of \$25,000.00 for purchase of consumable medical supplies:** Assistant Chief Ames is requesting the board approve an open PO for consumable medical supplies from Life-Assist in the amount of \$25,000.00. Motion to approve open PO made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.
- 23. Discussion and take action on a quote from Motorola to flash radios:** Assistant Chief is asking to flash two radios to make them tri-band for use by SAR members. The cost

is \$3,483.43 to come from account 9000.02. Motion to approve made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.

- 24. Discussion and take action on purchase of new server for Building Key System:** Administrator Ames presented a quote for \$3,250.00 to purchase a rack server computer to transfer our key system too. This will allow for a more stable system and for expansion when we put the new Admin building online. Motion to approve the purchase of the new server in the amount of \$3250.00 to come from account 9000.01 made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carried.
- 25. Discussion and take action on purchase of a camper shell for FM-405:** Chief Menendez is asking to purchase a camper shell for the new FM vehicle in the amount of \$3,845.00 to be purchased from account 9000.03. Motion to approve the purchase made by Commissioner Berumen and seconded by Commissioner Booth. Motion carried.
- 26. Discussion and take action on purchase of winter jackets for Fire personnel:** Assistant Chief is asking to purchase winter jackets for the Fire Department personnel in the amount of \$3,781.84 from account 7005.02. Motion to approve purchase made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carried.
- 27. Discussion and take action on landscaping FMO Building land:** Chief Menendez presented a quote to landscape the ponding area next to the FMO building in the amount of \$14,980.00 to come from the construction account. Motion to approve made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.
- 28. Discussion and take action on purchase of a New Brush Truck:** Chief Menendez presented a proposal for a new brush truck in the amount of \$337,798.00. This would be a two-door vehicle to be more versatile in our terrain. We have seen an increase in brush fires, and this will assist in this need. The build time for this truck would be 19-20 months. This is HGAC pricing and there will be no money due in this budget and this purchase was included in this years Capital Improvement plan. Motion to approve the purchase made by Commissioner Rankins and seconded by Commissioner Booth. Motion carried.
- 29. 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 Booth and seconded by Commissioner Anaya. Motion carried.

EXECUTIVE SESSION – None

- 30. For the Good of the District:** We will be having a CPR class on Saturday. Our department Christmas party is scheduled for December 3rd at Cattleman's and invitations will be sent by email. Our FRO renewal has been approved by DSHS and we should see our new license soon. We have started our FY 22' financial audit so Commissioners may be contacted by SBNG.
- 31. Set date and time for next meeting in November:** Due to the Thanksgiving holiday the BOC meeting will be moved up a week to November 17, 2022 at 6:30pm.

32. Adjourn: Motion to adjourn made by Commissioner Berumen. Meeting adjourned at 9:13 pm.

Submitted by: Katherine Ames, Administrator

Reviewed by: Diana Hernandez, Administrative Assistant