

# EL PASO COUNTY EMERGENCY SERVICES DISTRICT NO.1

## BOARD OF COMMISSIONERS MEETING

Notice is hereby given that a Special meeting of the Board of Commissioner of El Paso County Emergency Services District No. 1 will be held on Thursday December 15, 2022 at 6:30pm at:

El Paso County ESD #1 Central Fire Station Meeting Room  
14151 Nunda Ave. Horizon City, Texas 79928  
Office: (915)852-3204  
Website address: <http://www.epcesd1.com>

The facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodation for interpretive services must be made 48 hours prior to this meeting.

Anyone wishing to attend the meeting virtually may do so using the login below.

<https://meet.goto.com/507569325>

Access Code: 507-569-325

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### AGENDA

1. Call to order.
2. Establishment of Quorum.
3. Pledge of allegiance.

### PUBLIC COMMENT

4. Public Comment: *Members of the public who desire to address the Board of Commissioners regarding an item on this agenda or a general matter may address the Board of Commissioners for no more than two (2) minutes per item per member of the public. Any deliberation or decision by the Board must be limited to a proposal to place the subject on a future agenda.*

### CONSENT AGENDA

5. Review and approve minutes of November 17, 2022 meeting.

## **REPORTS**

6. Review and approve communications report on monthly calls as reported by Horizon City dispatch. (Presented by a representative from Horizon City dispatch)
7. Review and approve financial report on monthly bills and invoices, quarterly report, sales tax analysis report, purchases for items in the District's approved budget, and budget reallocations. (Presented by Administrator Katherine Ames)
8. Review and approve Chief's report on run volume, stipend, training, fleet, personnel, fire response, building construction and additional fire information. (Presented by Chief Menendez)
9. Review and approve Fire Marshal's report on operational & construction permits, annual fire safety inspections, new building construction, personnel, training miscellaneous activities & information. (Presented by Fire Marshal Guillen)

## **DISTRICT POLICIES AND DOCUMENTS**

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. *Submitted by Commissioner Mayberry and presented by Administrator Katherine Ames.*
11. Discussion and take action on amending the ESD Employee Handbook. *Submitted and presented by Chief Menendez.*
12. Discussion and take action on removing the ESD Uniform Policy 500.001 from the ESD SOP Manual. *Submitted by and presented by Chief Menendez.*
13. Discussion and take action on approval of Body Camera SOP's for Fire Marshal Office personnel. *Submitted by and presented by Chief Menendez.*
14. Discussion and take action on Fire Marshal Office Rank Structure. *Submitted by and presented by Chief Menendez.*
15. Discussion and take action on adding an additional part-time Deputy Fire Marshal. *Submitted by and presented by Chief Menendez.*
16. Discussion and take action on reallocating Tiller Loan overage funds. *Submitted by Commissioner Anaya and presented by Administrator Katherine Ames.*
17. Discussion and take action on amending the HFD/ESD contract. *Submitted and presented by Chief Menendez.*

## **DISCUSSION/ACTION ITEMS**

18. Discussion and take action on ESD Headquarters Construction project. *Submitted and presented by Chief Menendez.*

19. Discussion and take action on purchase of Body cameras for Fire Marshal Office personnel. *Submitted and presented by Chief Menendez.*
20. Discussion and take action on purchase of an apple desktop for the Public Relations Specialist. *Submitted and presented by Chief Menendez.*
21. Discussion and take action on scheduling and payroll system. *Submitted and presented by Chief Menendez.*
22. Discussion and take action on travel request for Paramedic Skills class. *Submitted and presented by Chief Menendez.*
23. Discussion and take action on Paramedic Class sponsorship for E. Curiel. *Submitted and presented by Chief Menendez.*
24. Discussion and take action on purchase of equipment for new Tiller. *Submitted and presented by Chief Menendez.*
25. Discussion and take action on purchase of a replacement treadmill for Station #1. *Submitted and presented by Chief Menendez.*
26. Discussion and take action on purchase of training props. *Submitted and presented by Chief Menendez.*
27. Discussion and take action on purchase/repair of Fire Equipment to include Fire Fighter Equipment, Tactical Equipment, Communication Equipment and General Fire Department supplies. *Submitted and presented by Chief Menendez.*

### **EXECUTIVE SESSION**

The Board of Commissioners will retire into Executive Session pursuant to Section 551.071-551.076 of the *Texas Government Code* to discuss the following: (The items listed below are matters of the sort routinely discussed in Executive Session, but the Board may move to Executive Session any of the items on this agenda, consistent with the Texas Open Meetings Act.

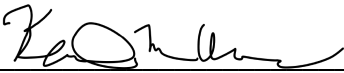
- Section 551.071 Consultation with Attorney
- Section 551.072 Deliberation regarding real property
- Section 551.073 Deliberation regarding prospective gift
- Section 551.074 Personnel matters
- Section 551.076 Security matters

The Board of Commissioners will take action on the following after returning from Executive Session.

28. For the Good of the District.
29. Set date and time for next meeting in January
30. Adjourn

I, the undersigned authority, hereby certify that the above notice of the meeting of the Board of Commissioners of El Paso County Emergency Services District No. 1 is a correct copy of the notice that I posted and I did post this notice at least seventy-two (72) hours preceding the scheduled meeting at the El Paso County ESD #1 Central Fire Station, 14151 Nunda Ave., Horizon City, Texas, 79928.

**Dated this 12th day of December 2022**

By:  \_\_\_\_\_

**Katherine Ames**  
**Administrator**  
**El Paso County ESD #1.**