

Minutes of the January 26, 2023 Commissioners Meeting

1. **Call to order:** 6:31 pm
2. **Establishment of a quorum:** Commissioner Booth, Commissioner Anaya, Commissioner Rankins, Commissioner and Commissioner Berumen present in building.
3. **Pledge of Allegiance:** The Pledge was recited.
4. **Public Comment:** None
5. **Oath of office for newly reappointed Commissioners:** Oath of office was given by Chief Menendez to Commissioner Anaya, Commissioner Rankins and Commissioner Mayberry.
6. **Peace Officer Oath of office for Fire Marshal personnel:** Peace officer oath was given by Chief Menendez to Fire Marshal Guillen, Assistant Fire Marshal Mike Franco and Deputy Fire Marshal Moreno. The board congratulated DFM Moreno for recently completing his Peace Officer training and becoming the fourth Peace officer for the ESD.
7. **Discussion and take action on Board election of officers:** Commissioner Mayberry asked if any members of the board had any interest in changing positions and no comments were made. Commissioner Booth made a motion to keep all the officers the same. Motion seconded by Commissioner Rankins. Motion carried. Officer positions are as follows:
 - Bill Mayberry – President
 - Jose Berumen – Vice President
 - Jeff Booth – Secretary
 - Amanda Anaya – Treasurer
 - Deanne Rankins – Assistant Treasurer
8. **Review and approve minutes December 15, 2022 meeting:** Motion to approve the December 15th minutes made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carried.
13. **Discussion and take action on FY 22' Audit:** Audit was presented by Tello Cabrera from SBNG. The ESD had a higher cash balance at the end of the year due to the unbudgeted Sales Tax collection. The ESD assets include land, buildings, equipment and fleet. There was an increase in property tax by 24% and the Fire Marshal collection fees increased by 58%. Operating expenses were up by 14% which does match the net change in the economy. The audit is a clean opinion with no detection of fraud and no changes in internal controls is needed. The Departments call volume was up by 8% and the average cost per call is \$732.00. The audit was reviewed with the Board in its entirety. Motion to approve

audit made by Commissioner Booth and seconded by Commissioner Anaya. Motion carried. Commissioner Mayberry thanked the ESD staff for their work on the audit.

9. Review and approve communications report on monthly calls as reported by Horizon City dispatch: (Report was given by Elva Ramos, Communications Manager)

- Call numbers reported consist of the following: Alarm 32, Assistance 20, Brush Fire 11, Car Fire 2, Water Leaks 20, Gas leaks 13, Medical 240, MVA 39, Structure Fires 3; Inspections 50, CoVID – 3 confirmed and 3 PCP.

Structure Fires

- **13645 Doncaster**
 - Dispatch received a call in reference to a fire in the back of the residence at 18:54.
 - RT405 enroute 18:56.
 - Horizon and Socorro Fire Departments responded.
 - Q401 on scene 18:57.
 - At 19:03, CH402 reported the source of the fire was from a contained bon fire. Additional responding units were requested to stand down.
 - All units cleared the scene at 19:06.
- **13910 Horizon @Whataburger**
 - Dispatch received a call in reference to smoke in the ceiling at 11:00.
 - RP401 enroute 11:04.
 - Horizon and Socorro Fire Departments responded.
 - P401 on scene 11:07.
 - At 11:09, P401 reported the source of the smoke was coming from the air conditioner unit. Additional responding units were requested to stand down.
 - At 11:36, P401 reported no hazards the call was in reference to faulty switches. All units cleared the scene.
- **14309 Desierto Bello**
 - Dispatch received a call in reference to a toaster on fire at 15:31.
 - RT405 enroute 15:35.
 - Horizon and Socorro Fire Departments responded.
 - SQ403 on scene at 15:38.
 - At 15:39, SQ403 requested for additional responding units to stand down. The call was in reference to a contained toaster fire. The homeowner was able to extinguish the fire prior to the fire departments arrival.
 - All units cleared the scene at 15:46.

Search and Rescue

- **6900 Hueco Tanks @Hueco State Park**

- Dispatch received a call in reference to a 31 year old male with a broken ankle at 11:44.
- TK501 enroute 11:45.
- CH402 enroute 11:50.
- CH402/UT402 (2 Members on Board)/CH401 responded
- TK501 on scene 12:07.
- CH402 on scene at 12:27.
- At 12:42, patient contact was made. The patient had a right ankle compound fracture.
- At 14:59, the patient was loaded in the basket and the SAR team began ascending.
- At 15:38, the patient was in the ground and turned over to LIFE Ambulance.
- At 16:15, all units cleared the scene.

Structure Fires out of District

1. 15363 Faith (Montana Vista)
2. 10940 Mesa Drain (Socorro)

Commissioners asked questions about units on scene and were answered by Chief Menendez Motion to approve report was made by Commissioner Berumen and seconded by Commissioner Booth. Motion carried.

10. 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)

	1st Quarter 10/01/22 to 12/31/22	Percentage	1st Quarter 10/01/21 to 12/31/21
ESD Income			
Budgeted Tax Collection	\$4,976,382.49		
Actual Collection	\$2,842,876.64	57.10%	69.00%
Difference	\$2,133,505.85		
Expense			
ESD Budgeted Amount	\$8,646,993.31		
ESD Budget Spent	\$604,877.82	7.00%	22.80%
Remain ESD Budget	\$8,042,115.49		
HFD Budgeted Amount	\$896,538.18		
HFD Budget Spent	\$182,239.44	20.30%	17.10%
Remain HFD Budget	\$714,298.74		

Total Budgeted Amount	\$9,543,531.49		
Total Operating Spent	\$787,117.26	8.20%	22.00%
Total Operating Available	\$8,756,414.23		
FM Income	\$168,832.70		\$116,377.90
		Inc. \$52,454.80	
Expense			
Budgeted Amount	\$766,800.17		
FM Budget Spent	\$530,288.39	69.20%	8.60%
Remaining Budget \$\$	\$236,511.78		
Construction Account			
Construction Budget Amount	\$191,190.42		
Construction Spent	\$27,130.00		
Construction Remaining:	\$164,060.42		
ESD Reserve Balance:	\$1,280,447.02		\$635.17 Earnings
Sales Tax Balance:	\$3,324,166.11		

Administrator Ames explained the difference in percentages from last year's 1st quarter and this year's 1st quarter. Briefly discussed the Money Market account opened at West Star Bank and the Tex Pool accounts are now available for transfers. Motion to accept report made by Commissioner Berumen and seconded by Commissioner Booth. Motion carried.

11. 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 December: Station 1: 242
Station 2: 161
Total calls: 403

Calls for the year 2022: 4408

Stipend: \$ 53,725.01

Hours: 4,351.75

- **Fire Marshal Office:** FMO is operating at full force. New members are working great and completing tasks. The transition of moving all staff to have rank will be completed on January 29. DFM will be Engineers, AFM will be a LT and FM will be a Captain.
- **Training:** Completed required training to include anti-harassment and completed 2 weeks of boarding for the new 8 full time positions. During this time expectation were given, rules and polices reviewed and strategy and tactics discussed.
- **CoVID 19:** No one is currently out on CoVID
- **Fleet:** Rescue 405 is having angle issue and PTO pump issues that control the hydraulic tools. We have spent 12,000 in repairs and I am looking at alternatives to

include buying battery operated tools to replace the hydraulic tools on the unit. The potential cost to replace the entire system could be near \$20,000. A complete set of electric tools would cost close to \$39,000. In the short term there may be more of a cost to replace the tools then fix but there is not guarantee on how long the unit will function as we have already repaired it once. We are also having axle issue with the bolts sheering off. Lt Dominguez is looking into the cause of this. We have some ideas as to what the issue may be and will advise once we confirm.

- **Personnel:** We have had three volunteers resign siting work issue and financial problems. We will be having interviews for the volunteers with the potential of hiring 9 volunteers that could start as early as February. The paid Operations staff have completed two 48-hour shifts. The crews are excited and are preparing for the paramedic program that will be introduced sometime in July with Board approval.
- **Response:** Nothing new to report.
- **Special Operations:** C*SAR has three call outs two of which were cancellations. Two drones and one fall.
- **HQ:.** Nearing the final design phase of the project. Hope to have a final redarning to present o the board with cost by next commissioner meeting. Some cuts were made to the project and a attempt to reduce the overall price. We do not have a concrete cost yet but hope to have one soon.
- **Misc.:** Quint 401 was involved in the funeral service for Chief Allen. The flag was flown over Loop 365 today at Pelicano. The crew gave their final solute to the Chief as he passed under the flag. I attended the CISD safety coloring book initiative. Looking at partnering up with the district as the message that is being sent corresponds with our mission and goals. Lastly, I have completed my Bachelor's degree in Fire Administration and will continue in April for my Masters Business Administration.

The new ESD paid operations staff was introduced to the Board of Commissioners. Commissioner Mayberry mentioned that the Building committee will be meeting with BRW while they are at SAFE-D. Chief Menendez also spoke about the Horizon City council meeting that he will presented at regarding the ISO rating. It is likely that the Town of Horizon will be paying for the ISO consultant fee. We will have an ISO rerating in April. Commissioner Berumen asked about the FMO building and the need to finish all minor items. Motion to approve the Chief’s report made by Commissioner Berumen and seconded by Commissioner Rankins. Motion carried.

12. 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	24	18	19	22	313

Total for the month of November within the year of 2021: **328**

Total for the month of November within the year of 2020: **309**

- **Annual Fire Safety Inspections**
 - 19 = FMO Annual Fire Safety Inspections for December '22, as per ER (Report #1764)
 - 0 = Stop Work Orders
- **New Building Construction**
 - FMO is continuously working with on-going projects: ##% = Completion; UR=Under Review; PR=Permit Released
 - Texas Kids Dental = 95%
 - Carwash Facilities = 70%
 - Tenant Improvements - Everywhere
 - Fire Protection Systems
 - Fire Hydrant Distribution
 - Residential Communities
- **Personnel**
 - FMO is FULLY staffed and ready to take on 2023!
- **Training**
 - Nothing to report.
- **Miscellaneous Activities & Information**
 - FM405 is working towards getting the necessary details (wrapping, camper shell, lights, etc.)
- **Future Events:**
 - FM Guillen was unregistered to attend the 2023 SAFE-D Conference. As no FMO classes were on the itinerary.
 - FM Guillen will be most likely be attending the 2023 EduCode Conference, as usual, in lieu of SAFE-D
 - Airfare for SAFE-D has been cancelled and a credit voucher has been given.

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

14. Discussion and take action on reallocating ESD Headquarter Loan overage funds:

Administrator Ames reported that there is \$6,930.00 access funds from the ESD headquarters construction loan. She is requesting that the board reallocate the funding for the ESD headquarters building project. Motion to approve made by Commissioner Booth and seconded by Commissioner Anaya. Motion carried.

15. Discussion and take action on the hiring process of ESD employees:

Commissioner Mayberry asked for Chief Menendez to explain the ESD hiring process. Chief explained the interview process and the scoring sheets how they are used to rank the candidates. Commissioner Rankins stated that she is concerned with HR participations in the interview scoring process of the applicants. HR should be there to just observe the process to make sure it is done correctly and fairly. The Board would like to establish a committee for the next hiring process. Commissioner Berumen asked what the crews do during their 48 hour shifts and to ensure that they have some down time and not be overworked. Chief will

make sure that the crews are not overworked. The Fire Marshal office is volunteering to have the crews out with them when they are going to different businesses and identifying target hazards. No action taken on this item.

- 16. Discussion and take action on TCDRS COLA SOP:** Chief Menendez spoke about conversations with TCDRS regarding retirement COLA's for retirees. He presented an SOP that would have future boards institute a COLA for retirees based on budgetary abilities. Motion to approve the SOP made by Commissioner Booth and seconded by Commissioner Berumen. Motion carried.
- 17. Discussion and take action on applying for an AFG Grant:** Chief Menendez discussed the AFG grant and that he has been having meetings with the County grant writers to have them assist in writing the grant on behalf of the ESD. The ESD would be responsible for 10% of the funds awarded by the grant. The grant would be for gear, radios and other fire equipment. Motion to approve the application for the grant made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carried.
- 18. Discussion and take action on Surplus equipment:** Chief Menendez presented the surplus list with computers, MCT's and a treadmill. The equipment will either be sold or destroyed. Motion to approve surplus equipment made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.
- 19. Discussion and take action on ESD Headquarters Construction project on approval of change orders and associated fees, project status, project requests, and approval and change of architecture design/plans:** Chief Menendez and Administrator Ames informed the Board of the progress of the ESD Headquarters building and the building committee meetings. The committee is finishing up the schematic design phase in the next few weeks. No action taken.
- 20. Discussion and take action on gear testing:** Chief Menendez presented a quote for \$8,250.00 for gear testing/Inspection and \$1,300 for any needed gear repairs to be paid for from account 7850.02. The testing is required annually. Chief Menendez went into specifics of the gear testing process. Motion to approve both quotes made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.
- 21. Discussion and take action on purchase of radio equipment:** Chief Menendez presented a quote for \$7,078.58 for a radio base station for Station #1 to come from account 9000.02. The previous base station was no longer able to be used. Chief also presented a quote for \$5,197.85 for radio batteries to come from account 9000.02. Motion to approve both quotes made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carried.
- 22. Discussion and take action on trip request for FDIC conference:** Chief Menendez presented 2 trip requests to send Chief Menendez and Assistant Chief Ames to the FDIC conference. The total cost will be \$8,675.06. The purpose of the conference is for the Chief's to explore new techniques and equipment in the Fire Service. Motion to approve made by Commissioner Berumen and seconded by Commissioner Booth.
- 23. 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 five quotes for Fire Equipment.

1. Daco Fire – 5 Valve intakes in the amount of \$6,142.00 to come from account 8100.02.
2. MES – Gear quote to purchase 20 sets of Fire gear in the amount of \$94,030.00 to come from account 9500.01.
3. MES – Nomex Hoods in the amount of \$2,959.80 to come from account 9100.02.
4. MES – Fire Hose 1.75, 2.5 and 5” for the Tiller in the amount of \$17,627.96 to come from account 8100.02
5. Mustang Manufacturing – Tools for gas leaks in the amount of \$2,790.22 to come from account 8100.02.

Motion to approve the purchase of all quotes in the total amount of \$123,549.98 made by Commissioner Booth and Seconded by Commissioner Rankins.

EXECUTIVE SESSION – None

- 24. For the Good of the District:** We will be hosting an EMT class that will be put on by Border Patrol March 6th to April 28th. Administration has sent out applications to the CISD classrooms for funds raised from selling the specialty patches.
- 25. Set date and time for next meeting in February:** The next meeting will be February 23, 2023 at 6:30 pm.
- 26. Adjourn:** Motion to adjourn made by Commissioner Booth. Meeting adjourned at 8:53 pm.

Submitted by: Katherine Ames, Administrator

Reviewed by: Diana Hernandez, Administrative Assistant