

## Minutes of the November 17, 2022 Commissioners Meeting

1. **Call to order:** 6:30 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 October 27, 2022 meeting:** Motion to approve the October 27th minutes made by Commissioner Booth and seconded by Commissioner Anaya. Motion carried.
11. **Discussion and take action on renewing the contract with HDL for Sales Tax Collection consultation services:** Richard Fletcher from HDL spoke about the previous contract and the differences in the new contract. Last year they found 37 businesses that were not reporting correctly. They were able to get ten businesses to start paying correctly for a revenue recover of \$179,028. The new contract being presented is a \$6,000 flat fee and 35% fee for any revenue recovered. Administrator Ames spoke about the services that HDL has provided thus far and how beneficial it has been to the ESD. Mr. Fletcher stated that his company represents 70 ESD's in Texas and they all have similar contracts in respect to fees. The contract being proposed is an evergreen contract which allows the contract to be automatically renewed each year. Termination will have to be done so 90 days before the end of the contract. The board asked for a 30-day termination period with a cap of five years for the automatic renewal. Mr. Fletcher verbally agreed to those terms and will send an amended contract to the Administrator. Motion to accept contract with revisions discussed and final review by the attorney 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, Communications Manager)
  - Call numbers reported consist of the following: Alarm 34, Assistance 21, Brush Fire 17, Car Fire 3, Water Leaks 9, Gas leaks 10, Medical 211, MVA 40, Structure Fire 4; Inspections 22, CoVID – 1 confirmed and 26 PCP.

### Structure Fires

### **12105 Silver Crown**

- Dispatch received a call in reference to a balcony on fire at 20:28.
- RP402 enroute at 20:29.
- Horizon, Clint and Socorro Fire Departments responded.
- CH401 on scene 20:39.
- Fire under control 20:41.
- Fire out at 20:55.
- Additional responding units were requested to stand down.
- All units cleared at 21:26.

### **12221 Eastlake @Dutch Bros**

- Dispatch received a call in reference to flames inside the Dutch Bros at 2:16.
- Q401 enroute 2:19.
- Horizon and Socorro Fire Departments responded.
- RT405 on scene 2:24.
- At 2:25, an El Paso Sheriff's Office deputy located the fire by a dumpster next to McDonald's.
- At 3:08, all units cleared and the scene was turned over to EPSO.

### **141 Nonap @Retreat at Horizon Hills Apartments**

- Dispatch received a call in reference to smoke located in apartment 5 at 20:45.
- Horizon, Clint and Socorro Fire Departments responded.
- RP401 enroute 20:49.
- SQ404 on scene at 20:51. SQ404 reported the source of the smoke was in reference to food on the stove top.
- Additional responding units were requested to stand down.
- SQ404 cleared the scene at 20:55.

### **12220 Paseo del Este @ El Paso Logistics**

- Dispatch received a call in reference to black smoke coming from the building.
- Horizon, Clint and Socorro Fire Departments responded.
- RT405 enroute 23:07.
- RT405 on scene at 23:11. RT405 reported strong odor of smoke no fire.
- At 23:19, additional responding units were requested to stand down.
- Per EPSO, the source of the fire was reference to a bonfire burning underneath the tunnels on Paseo Del Este.
- Fire extinguished at 23:28.
- All units cleared the scene at 23:31.

### **Structure Fires out of District**

1. 1051 Callisto (Socorro)
2. 10072 Montreal (Socorro)

Motion to approve report was made by Commissioner Booth and 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) Nothing to report this month. Motion to delete made by Commissioner Anaya and seconded by Commissioner Berumen. 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 October:** Station 1: **211**
  - Station 2: **151**
  - Total calls:**362**
  - **Calls for the year 2022:** 3,784
  - **Stipend:** \$ 63,128.95
  - **Hours:** 5,027.50
  - **Fire Marshal Office:** Portable Office still waiting on El Paso Electric connection. No time frame as of now. We have a potential of two applicants seeking employment with FMO.
  - **Training:** Sent two Captains to save your own training. They said it was worth the cost and will be passed on to the troops in the coming weeks. Next Wednesday the 24<sup>th</sup> we will be cancelling training.
  - **CoVID 19:** No members currently out on CoVID leave
  - **Fleet:** Br 402 was involved in a minor incident, striking a pole. Roll up door handle was broken and we are looking into a replacement and investigation has just started.
  - **Personnel:** HFD hired 8 personnel and we have had one already quit because he did not want to shave his beard.
  - **Response:** Nothing major to report.
  - **Special Operations:** No incidents to report.
  - **HQ.:** Had a great meeting with the committee and BRW. The total preliminary cost came in at \$18,895,870. Totaling 34356, coming in at \$550.00 per. We discussed all the rooms and the number of people to occupy each. BRW will make some changes as requested by the committee and a price change will occur.
  - **Misc.:** Christmas party invites went out and are due very soon. Three part-time personnel have passed all parts of the hiring process, including Fire Ground Performance Evaluation. Interviews are the last step in the process that takes place on Friday. Job announcements went out for the eight full-time positions for the ESD.

Chief Menendez answered specific questions about his report that the Commissioners asked. Motion made by Commissioner Booth to approve the Chief's Report, seconded by Commissioner Berumen. 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	24	18			272

Total for the month of October within the year of 2021: **288**

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

- **Annual Fire Safety Inspections**
  - 80 = FMO Annual Fire Safety Inspections for October ‘22, as per Emergency Reporting (Report #1764)
  - 0 = Stop Work Orders
- **New Building Construction**
  - FMO is continuously working with on-going projects: ##% = Completed; UR=Under Review; PR=Permit Released; Comms=Communicating
    - Cracker Barrel = 99%
    - Texas Kids Dental = 85%
    - Stonelake Logistics = 90% SHELL
    - Tenant Improvements - Everywhere
    - Fire Protection Systems
    - Fire Hydrant Distribution
    - Residential Communities
- **Personnel**
  - FMO received (2) resumes for the additional FMO deputies’ positions. 1(FTE) or 2(PT).
    - Chief Menendez and FM Guillen are still discussing whether we hire 2-PTE’s or 1-FTE’s
  - FMO will be full force on December 19<sup>th</sup>, 2022.
- **Training**
  - FMO attended the 2022 TX FMO Conference in October
  - DFM Moreno -- He is doing well. He is scheduled to return in 30-days. By 12/19.
- **Miscellaneous Activities & Information**
  - Burlington Coat Factory is operating with a TCO... New Roof Top Units pending (backordered).
  - FM405 is working towards getting the necessary details (wrapping, camper shell, lights, etc.)
  - We are preparing our workloads for 2023... Dropbox, Google Drives, documentation, etc.
- **Future Events:**
  - FM Guillen is registered to attend the 2023 SAFE-D Conference.
  - FM Guillen will be on vacation half of December 2022 until mid of January 2023. AFM Franco will be running the show.

Commissioner Mayberry and Commissioner Berumen asked a few questions about permit types. Motion to approve report made by Commissioner Berumen and seconded by Commissioner Anaya. Motion carried.

**10. Discuss and take action on amending the ESD Employee Handbook:** Chief

Menendez stated that our employee handbook was based on 40-hour employees and so we are proposing changes to the handbook to add operational personnel.

Commissioner Booth asked about the probationary period change. Chief Menendez reviewed each item up for change and Commissioners asked questions about some of the changes. Commissioners stated that the handbook seemed confusing with some sections only applying to certain staff types. Cynthia Ramirez from HR Cano answered some questions the Commissioners had. Motion to table to make recommended changes by the board made by Commissioner Rankins and seconded by Commissioner Berumen. Motion carried.

**12. Discussion and take action on amending the Tuition Reimbursement Policy**

**200.011:** Chief Menendez reviewed the recommended amendment to the policy of obtaining a certification if the course taken resulted in a certification before the individual is eligible for reimbursement. Motion to approve the amended policy made by Commissioner Rankins and seconded by Commissioner Berumen. Motion carried.

**13. Discussion and take action on amending the Employee Evaluations policy**

**200.0072:** Chief Menendez read the proposed change to the policy which change employee evaluations from annual to periodic. Motion to approve the amended policy made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carried.

**14. Discussion and take action on removing the ESD Uniform Policy 500.001 from the**

**ESD SOP Manual:** Chief Menendez requested item be tabled. Motion to table for further review made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carried.

**15. Discussion and take action on approval of Body Camera SOP's for the Fire Marshal office personnel:**

Chief Menendez presented a body camera SOP for the Fire Marshal staff. This SOP was taken from a few different agencies. Commissioner Booth asked what the legalities for body cameras were. Commissioner Rankins asked about what the required records retention was on the footage. Commissioners posed various other questions about the policy. Motion to table for further review made by Commissioner Anaya and seconded by Commissioner Berumen. Motion carried.

**16. Discussion and take action on ESD Headquarters Construction project:**

The construction project was discussed in the Chief's report. The projected price on the project has increased but the building committee is working to cut costs where possible. No action required.

**17. Discussion and take action on purchase of Body cameras for Fire Marshal Office personnel:**

Chief is recommending deleting until the SOP policy is approved. Commissioner Mayberry is asking for more information about the items purchased as well. Motion to delete made by Commissioner Booth and seconded by Commissioner Berumen. Motion carried.

**18. Discussion and take action on Travel requests for the SAFE-D Conference:**

Commissioner Mayberry stated that the SAFE-D Conference will be in February. The attendees will be the board members, Chief, Assistant Chief, Administrator and Fire Marshal for a projected cost of \$9,106.08 for the conference. Motion made by Commissioner Booth to approve and seconded by Commissioner Rankins. Motion carried.

**19. Discussion and take action on a Service Order for new service for the ESD Headquarters with Spectrum Enterprise:** Administrator Ames reviewed the Spectrum service order for the new ESD headquarters building. This will lock our price for service in and will allow the construction phase of fiber service to begin. The monthly cost will be \$3,418.96 and this cost will not begin until the building is up and in service. Motion to approve made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.

**20. 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 Rankins and seconded by Commissioner Booth. Motion carried.

EXECUTIVE SESSION – None

**21. For the Good of the District:** Our annual Holiday party will be December 3<sup>rd</sup> at 6:00pm and the Horizon Christmas will be the same day at 10:00am. We will also be participating in the Socorro parade of lights on December 2.

**22. Set date and time for next meeting in December:** The next meeting will be December 15, 2022 at 6:30 pm due to the Christmas Holiday.

**23. Adjourn:** Motion to adjourn made by Commissioner Berumen. Meeting adjourned at 8:58 pm.

Submitted by: Katherine Ames, Administrator

Reviewed by: Diana Hernandez, Administrative Assistant