

Minutes of the February 23, 2023 Commissioners Meeting

1. **Call to order:** 6:30 pm
2. **Establishment of a quorum:** Commissioner Booth, Commissioner Anaya, Commissioner Rankins, Commissioner Berumen present in building. Commissioner Mayberry attended virtually.
3. **Pledge of Allegiance:** The Pledge was recited.
4. **Public Comment:** Andy Renteria who is currently an Alderman for the Town of Horizon spoke about the election that will be held May 6th for the Mayor and other open Alderman positions. He also wanted to congratulate the ESD on the great success of the department and to offer any assistance needed by the department from the Town of Horizon.
5. **Review and approve minutes January 26, 2023 meeting:** Commissioner Berumen asked if the wording on the agenda such as “Review and Approve” and “Discussion and take action” is the most appropriate way to word the agenda items. The attorney explained that the wording is common and it does not mean that the board has to necessarily approve each item but rather to review and make a decision for or against based on the information presented. Commissioner Berumen also stated that he does not like the use of acronyms being used in the agenda or the minutes. The board would like to see all items spelled out the first time and then an acronym may be used any time after that. The attorney stated that the minutes are a legal document of the meeting proceedings. Motion to approve the February 23rd minutes made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.
6. **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 18, Brush Fire 10, Car Fire 2, Water Leaks 5, Gas leaks 14, Medical 229, MVA 43, Structure Fires 6; Inspections 93, CoVID – 1 confirmed and 0 PCP.

Structure Fires

- **760 Desierto Bonito**
 - At 11:21, dispatch received a call in reference to something left in the oven that burned. The reporting party advised had visual on smoke.

- RT401 enroute 11:22.
- Horizon and Socorro Fire Departments responded.
- Q401 on scene 11:26.
- At 11:27, Q401 reported the source of the smoke was in reference to food burning. Additional responding units were requested to stand down.
- Q401 cleared the call at 11:31.

- **12636 Brixton**
 - Dispatch received a call in reference to the fire alarm of the residence going off and burnt smell at 19:02.
 - Q401 enroute at 19:05.
 - Horizon and Socorro Fire Departments responded.
 - P402 on scene at 19:12.
 - At 19:14, P402 advised of an accidental fire alarm system. Additional responding units were requested to stand down.
 - All units cleared at 19:21.

- **12757 Barstow**
 - At 16:26, dispatch received a call in reference to smoke and flames in the back of the residence.
 - RT402 enroute 16:28.
 - Horizon and Socorro Fire Departments responded.
 - P403 on scene 16:34.
 - At 16:39, SQ404 reported the source of the flames and smoke were possibly from a nearby house where people were grilling. No smoke or flames were found.
 - All units cleared at 16:41.

- **14428 Desert Sage**
 - At 19:01, dispatch received a call in reference to smoke coming from an outlet in the restroom.
 - Horizon Fire Departments responded.
 - P403 enroute 19:03.
 - CH402 on scene 19:09.
 - At 19:26, CH402 reported the call was in reference to a faulty electrical outlet. The homeowner was advised to call an electrician.
 - All units cleared the scene at 19:26.

- **1516 Moctezuma**
 - Dispatch received a call in reference to a possible fire in the attic at 1:46.
 - Q401 enroute 1:47.
 - Horizon and Socorro Fire Departments responded.
 - Q401 on scene 1:56.

- At 1:59, SQ404 requested for additional responding units to stand down due to no fire.
 - At 2:00, Q401 advised the call was in reference to a gas leak.
 - At 2:11, Q401 reported the residence was checked with a gas liner and the homeowner was advised to contact HVAC technician.
- **14291 Desert Sunset**
 - A child called 9-1-1 and advised the residence was on fire then hung up at 18:32. The Horizon City Police Department dispatch attempted to call back receiving negative contact.
 - Q401 enroute 18:37.
 - Horizon Fire Departments responded.
 - Q401 on scene 18:45.
 - At 18:47, Q401 reported spoke to the homeowner who stated they did not make any call.
 - All units cleared at 18:52.

Search and Rescue

- **6900 Hueco Tanks@ Hueco State Park**
 - At 12:34, dispatch received a call in reference to a 25 year old female climber with an injured ankle.
 - RT501 enroute 12:36.
 - The SAR team was activated at 12:43.
 - SQ403 enroute 12:44.
 - SQ403 and CH402 responded.
 - At 12:48, CH502 advised to have made contact with State Park employees who confirmed the patient was on the ground.
 - The SAR team was requested to cancel.
 - At 13:14, patient refusal was obtained, and all units cleared the scene.

Structure Fires out of District

1. 14696 Montana (Montana Vista)
2. 14154 Bradley (Montana Vista)
3. 14250 H Derringer (Montana Vista)
4. 10380 Valle de Oro (Socorro)

Commissioners had no questions about the report. Motion to approve report was made by Commissioner Anaya and seconded by Commissioner Booth. Motion carried.

7. **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 briefly discussed the County audit of our funds that we received from them through the American Rescue Plan Act (ARPA). No additional information was

presented at this time. Motion to accept report made by Commissioner Booth and seconded by Commissioner Rankins. 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 Assistant Chief Ames)

Calls for the month of January: Station 1: 207
Station 2: 173
Total calls: 380

Calls for the year 2023: 559

Stipend: \$49,104.57

Hours: 3968

Fire Marshal Office: The Fire Marshal's office is assisting the ESD with collecting Sales Tax Id's from customers. The information is being entered into the customer information section of Emergency Reporting as well as a spreadsheet that we will be sending to HDL monthly to make assist in accurate Sales Tax collection. HDL has also provided us with a new form that will be used for Mobile Food Units explaining where Sales Tax should be reported for them and this will be given to all MFU's from this point forward.

Training: The students in the paramedic program are out of town conducting their skills session. The EMT course through Border Patrol starts in March and we will have 4 students from our department in this free 8-week long program. One student from ESD #2 will be attending. The other student will be from Border Patrol.

CoVID 19: We currently have no one out on CoVID leave. We are still encouraging everyone to wear a mask when dealing with Pt's.

Fleet: Rescue 405, and Pumper 403 were out of service for compressed air foam issues. Siddons Martin was in today and temporarily fixed those units until parts come in. Quint 401 is waiting on parts for some leaks that it has such as power steering, and water leaking. P402 was in for brakes and is now back in service as of today. Rescue 402 is in the shop for a master cylinder, this unit is currently being worked on. We are going to sit down with Siddons Martin and discuss a means to assure we have a program in place that allows for preventative maintenance to be accomplished to try and prevent all the trucks going down at once.

Personnel: The eight new members picked up by Horizon FD started and are looking very promising. There is a lot of interest, and they are putting the time in. We have one Firefighter coming back who was in the El Paso FD academy FF Holiday, he is to start back up in March.

Response: Units responded last night to a commercial building fire in Montana Vista. Crew did very well, and we had 24 members from our department on scene, with 7 units.

Special Operations: The County Search and Rescue Team responded to a recovery in Fabens. Six members total responded five were from Horizon and one from State Parks. This was an obvious DOS (dead on scene). Try outs were also given and 6 candidates passed out of 11. One

member was picked up from Horizon FD and another from ESD # 2. Two people from the Sheriff's office were also picked up.

HQ: Working on the final details and narrowing down the cost. Met with Siddons Martin about leasing some of the land where we will be building Headquarters. Legal is reviewing and we have a meeting set for next week to discuss further to get us all on the same page.

Misc.: Affiliation agreement with Clint Independent School District is being worked on and will be presented at the next meeting. Cardiopulmonary Resuscitation (CPR) class to be held sometime in April, The Hospitals of Providence has a major announcement tomorrow. They will be having a press release and the Quint will be there flying the flag. We received funding for nine radios through 9-1-1. We will be looking at the NEXT band radios and potentially start transitioning over time as radios need to be replaced. The application for the Assistance to Firefighters Grant was completed and submitted. Pending approval for the Staffing for Adequate Fire and Emergency Response (SAFER) Grant which is on the agenda to assist with hiring 8 to 16 new members. Lastly the County has been gracious in offering their grant writer to assist me with these grants. I hope to apply for many more as we have these services until May.

Motion to approve the Chief's report made by Commissioner Berumen and seconded by Commissioner Rankins. 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	33	0	0	0	0	0	0	0	0	0	0	0	33

Total for 01/2022: 14

Total for 01/2021: 13

- **Annual Fire Safety Inspections**

- 68 = FMO Annual Fire Safety Inspections for January '23, as per ER (Report #1764)
- 1 = Stop Work Order (SWO) @ Ascencion – Unauthorized Building Construction
- 1 = Verbal SWO @ SISD to 5-Star Fire Protection

- **New Building Construction**

- FMO is continuously working with on-going projects: ##% = Completion; UR=Under Review; PR=Permit Released
 - Texas Kids Dental = 99% w/ TCO
 - Carwash Facilities = 90%
 - Starbucks = 20%
 - Chick-Fil-A = 10%
 - Applebee's = 10%

- Ulta – UR
- Vista Markets = UR
- Shopping Centers – UR
- High Pile Combustible Storage Racking Systems
- Tenant Improvements - Everywhere
- Fire Protection Systems
- Fire Hydrant Distribution
- Residential Communities
- **Personnel**
- FMO lost DFM Ornelas to EPFD-FMO until further notice. He was recruited by EPFD to lead their FMO!
- **Training**
 - No FMO Training in January 2023.
 - We are now hosting weekly FMO Meetings to verify consistency within the Division.
 - Today, FMO attended a IFC (Chapter 5 – Section 510) Training on Emergency Responder Radio Coverage.
- **Miscellaneous Activities & Information**
 - FM405 wrapping was completed this week.
 - We are still working towards getting the necessary details (lights, radio, etc.)
- **Future Events:**
 - Future “Lucha Libre” event to occur in April 2023.

Commissioner Berumen asked what the plan was to replace DFM Ornelas? Fire Marshal Guillen stated that the hours were used to hire our newest full and part-time employees. There was a question about the timeline for regular plans review versus expedited which was explained by Fire Marshal Guillen. Commissioner Booth asked about the status on the body cameras and Fire Marshal Guillen stated they have not arrived yet and are expected to be here in March. Motion to approve report made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.

- 10. Discussion and take action on Quantum Engineering Proposal for Training Land Project:** Administrator Ames reviewed the contract. The purpose of this contract is for Civil Engineering services for the training land next door. This is the first step in the process. The Chief, Administrator and Commissioner Mayberry also toured El Paso Electric training land to get an idea of another ground covering that could be used for this project. Administrator Ames is asking for the contract to be approved with all costs, but it is possible we may not need all the services listed in the proposal. Motion to approve the Quantum Engineering proposal made by Commissioner Booth and seconded by Commissioner Anaya. Motion carried.
- 11. Discussion and take action on the reappointment of Diana Hernandez as the local Government Representative for the Texas Emergency Service Retirement System (TESERS) board:** Chief Ames explained that this is a one-year term and the board is asking to reappoint Ms. Hernandez. Motion to reappoint Ms. Hernandez as the local Government Representative for the TESRS board was made by Commissioner Rankins and seconded by Commissioner Booth. Motion carried.

12. Discussion and take action on Surplus equipment: Chief Ames reviewed the Surplus list. The computers and MCT equipment listed will either be sold or destroyed. Motion to approve the surplus items made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.

13. Discussion and take action on approval for the SAFER grant: Chief Ames explained that the Staffing for Adequate Fire and Emergency Response (SAFER) Grant would pay salaries at 100% the first year, 75% the 2nd year, 50% the 3rd year and so on. The board had questions about what money comes from salaries and does this grant cover benefits and what are the long term requirements. Chief Menendez was able to join via telephone and explained that the grant covers all benefits and incentives and money is funded ahead of time. Commissioner Booth is asking if we have a financial plan to cover the salaries long term and how it will fit into our long-term staffing plan. The cost information for the long term will be provided to Commissioner Booth in the near future. The grant closes in March and this agenda item is to only approve the application for the grant and does not mean the ESD has to accept it if the grant is awarded. Motion to approve the submittal of the grant application made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carried.

14. 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: Administrator Ames presented the building schematic drawing and that the notice to proceed with the Administration portion of building has been signed by Commissioner Mayberry and that the Fleet portion and shed is an alternate. Questions were asked about the potential of the third party vendor building on the property and it was briefly discussed. Chief Menendez and Administrator Ames have a meeting with legal to discuss this topic further. No action taken.

15. Discussion and take action on purchase of handheld radios and flashing of existing radios for Fire Marshal office: Chief Ames presented two quotes from Motorola. The first item is in the amount of \$17,166.16 for the purchase of two triband radios from account 9000.03. The second quote is to flash the current radios in the amount of \$8,708.57 to come from account 9000.03 which would allow the Fire Marshal office to utilize law enforcement radio channels. Motion to approve both purchases made by Commissioner Rankins and seconded by Commissioner Booth. Motion carried.

16. Discussion and take action on purchase of Equipment for the Tiller: Chief Ames presented the following quotes for the purchase of equipment that will be placed on the new Tiller truck:

- Arizona Hiking Shack for rope sets and patient litter - \$8,816.5 to come from account 9500.01 and \$1,295.55 to come from account 9450.02
- Darley for scene lights, PPV fan, Spiral Duct, Foam Adapter in the amount of \$17,031.75 to come from account 9500.01
- MES for a SKA-Pak (supplied air respirator) and accessories in the amount of \$14,652.61 from account 9500.01

Motion to approve all quotes presented made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.

17. Discussion and take action on sending two Horizon Personnel to a Hazmat training course: Chief Ames is asking to send to members of HFD to a Hazmat Operations course

for an estimated cost of \$1,104.31 per person and a total estimated cost of \$2,208.62. Motion to approve the trip request made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carried.

18. 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 Ames presented four quotes for Fire Equipment.

- Bumper Superstore – Purchase of a grill guard/front bumper for the new Quick Response vehicle in the amount of \$3,675.00 from account 9500.01.
- Route 1 – Purchase of a new MCT and mounting hardware for the new Quick Response Vehicle in the amount of \$5,274.66 to come from account 9500.01
- Safeware – four emergency plugs to disable electric vehicles in the amount of \$3,400.00 to come from account 8100.02.
- T-Rex – Camper shell for the new Quick Response Vehicle in the amount of \$3,675.00 to come from account 9500.01.

Clarifying questions were asked by Commissioners. Motion to approve all quotes resented made by Commissioner Booth and seconded by Commissioner Anaya. Motion carried.

EXECUTIVE SESSION – None

19. For the Good of the District: Hospital of Providence will be making an announcement on their property on Coxdale and Eastlake tomorrow morning. SAFE-D conference was an overview of current trends and lots of discussion about possible state legislation and to have ESD's inform their City and state representatives about what ESD's do for the community.

20. Set date and time for next meeting in March: The next meeting will be March 23, 2023 at 6:30 pm.

21. Adjourn: Motion to adjourn made by Commissioner Rankins. The meeting adjourned at 8:56 pm.

Submitted by: Katherine Ames, Administrator

Reviewed by: Diana Hernandez, Administrative Assistant,