

# EL PASO COUNTY EMERGENCY SERVICES DISTRICT NO.1

## BOARD OF COMMISSIONERS MEETING

Notice is hereby given that a meeting of the Board of Commissioner of El Paso County Emergency Services District No. 1 will be held on  
Thursday April 27, 2023 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/911602517>

Access Code: 911-602-517

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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 March 23, 2023 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 Memorandum of Understanding (MOU) between El Paso County ESD #1 and Clint Independent School District. *Submitted by Chief Menendez and presented by Administrator Ames.*
11. Discussion and take action on a new Moving Violation Policy for the Employee handbook. *Submitted and presented by Chief Menendez.*
12. Discussion and take action on an addendum to the Brown Reynolds Watford (BRW) Architect contract. *Submitted by Chief Menendez and presented by Administrator Ames.*
13. Discussion and take action on surplus of equipment. *Submitted by Chief Menendez and presented by Fire Marshal Guillen.*
14. Discussion and take action on Training/Certification Sponsorship request for Paramedic class. *Submitted and presented by Chief Menendez.*
15. Discussion and take action on Employee insurance renewal for 23-24 Renewal year. *Submitted by Chief Menendez and presented by Administrator Ames.*
16. Discussion and take action on Accident with Pay (AWP) Policy. *Submitted and presented by Chief Menendez.*

## DISCUSSION/ACTION ITEMS

17. 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. *Submitted and presented by Chief Menendez.*
18. Discussion and take action on the purchase of two I-Pads and accessories for Fire Marshal office. *Submitted by Chief Menendez and presented by Fire Marshal Guillen.*
19. Discussion and take action on an amendment of a previously approved purchase of a slide out tray for new Quick Response Vehicle (QRV). *Submitted and presented by Chief Ames.*

20. Discussion and take action on approval of Self-Contained Breathing Apparatus (SCBA) testing. *Submitted and presented by Chief Menendez.*
21. Discussion and take action on Paramedic skills trip. *Submitted and presented by Chief Menendez.*
22. Discussion and take action on purchase of radio batteries. *Submitted and presented by Chief Ames.*
23. Discussion and take action on purchase of Slide out Tray and Camper Shell for Search and Rescue (SAR-401). *Submitted and presented by Chief Menendez.*
24. 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.

25. For the Good of the District.
26. Set date and time for next meeting in May.
27. 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 24th day of April 2023**

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

**Katherine Ames**  
**Administrator**  
**El Paso County ESD #1.1**