

Minutes of the March 23, 2023 Commissioners Meeting

1. **Call to order:** 6:39 pm
2. **Establishment of a quorum:** Commissioner Booth, Commissioner Anaya, Commissioner Rankins, Commissioner Berumen, Commissioner Mayberry present in building.
3. **Pledge of Allegiance:** The Pledge was recited.
4. **Public Comment:** None
5. **Review and approve minutes February 23, 2023 meeting:** Minutes were reviewed. Motion to approve the minutes made by Commissioner Rankins and seconded by Commissioner Anaya. Motion carried.
6. **Review and approve communications report on monthly calls as reported by Horizon City dispatch:** (Report was given by Leslie Duran, Communications)
 - Call numbers reported consist of the following: Alarm 24, Assistance 37, Brush Fire 13, Car Fire 2, Water Leaks 5, Gas leaks 13, Medical 202, MVA 33, Structure Fires 1; Inspections 90, CoVID – 0 confirmed and 0 PCP.

Structure Fires

1677 Celeste

- Dispatch received a call in reference to flames inside an abandoned building at 19:01.
- P403 enroute 19:04.
- Horizon and Socorro Fire Departments responded.
- P403 on scene 19:16.
- At 19:17, P403 requested additional responding units to stand down.
- At 19:23, P403 reported a small trash fire in the abandoned building. The fire was extinguished, and the call was cleared.

Water Rescue

20800 Alameda

- Dispatch received a call in reference to a body in drainage at 9:01.

- Fabens Fire enroute at 9:04.
- At 9:20, Fabens Fire reported the call would not be a water rescue only a body recovery.
- At 9:56, all Fabens Fire apparatuses cleared.
- At 10:45, the El Paso Sherriff's requested the Water Rescue Team.
- Water Rescue Member 410 enroute 10:55.
- 410/RT402 /SQ403/SQ404/CH401/Total 6 Water Rescue Members.
- SQ404 on scene 11:29.
- At 12:14, body was retrieved from the water.
- All units cleared the scene at 12:44.

Structure Fires out of District

1. 5966 Desert Gold (Montana Vista)
2. 147500 Sam Hawken (Montana Vista)
3. 4950 Kreuger (Montana Vista)
4. 13431 Montana (Montana Vista)
5. 1295 Horizon (Socorro)
6. 757 Delhi (Socorro)
7. Stedham/North Loop (Socorro)

Commissioners had no questions about the report. Motion to approve report was made by Commissioner Berumen and seconded by Commissioner Rankins. 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)

No additional information was presented at this time. Motion to accept financials 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 Chief Menendez)

- **Calls for the month of February:** Station 1: 204 Station 2:150
- Total calls:354
- **Calls for the year 2023:** 959
- **Stipend:** \$ 37,269.88
- **Hours:** 3,017.75
- **Fire Marshal Office: Nothing new to report**
- **Training:** Will be bringing in an out-of-town company for the Tiller operator course to be scheduled some time in June.
- **CoVID 19:** No one out on leave currently.
- **Fleet:** Have a significant event with Quint 401. It has a rear main seal leak, and the repair is going to be nearly \$17,000. That particular unit is 16 years old and is nearing its first line life. The potential for a request for new Aerial may be fourth coming. A needs assessment will be done to determine the necessity. If we were to order a new aerial it would take four years to manufacture. Rescue 405 had a significant event as

the hydraulic compressor failed again. We had Siddons Martin take a look at it and it appears that either when they installed it they did not add the hydraulic oil or the lines were crossed. I am waiting for a written cause from the mechanic so that I may approach Stewart and Stevenson to discuss and have them repair the issue under warranty. Lastly the two new Pickups have arrived and are being upfitted. The Tiller is now scheduled for completion in mid-May, but the final will not be until June. The chassis for the brush truck has been delivered to Skeeter and we will start the preconstruction meeting in May. The pumper that is on order is still slated for mid to end of 2024.

- **Personnel:** One FF injury to report, that involved the FF’s finger.
- **Response:** Nothing new to report.
- **Special Operations:** Responded to two call outs, one injured person, on the side of a hill. The other was an injured hiker in the Hueco Mountains. We will be attending an exercise with the Sheriff Swat team early next month. This will involve tracking, to include search and Rescue and then a tactical situation that the Swat unit will handle.
- **HQ:** Had our meeting finalizing the build. The exterior material is still a topic of discussion. Hope to have the committee vote on the type of material to be used and then place.
- **Misc.:** We are still working on having Siddons Martin lease the land for use. I have a request with HUNT to allow the build. The purpose for the request with Hunt is because the contract we have does not allow for the land to be leased for 20 years. Requesting that an amendment be made, and we are currently waiting for a response.

Commissioner Anaya asked what the Chief is planning for fleet if trucks are taking four years to produce. The Chiefs will be doing a needs assessment of what trucks will be needed and how we can budget for them. Questions about other truck manufacturers and the Chief explained what choices we have and availability of maintenance. Commissioner Berumen stated we need to have a few contingency plans in place to stay ahead on truck needs. The Chief will be meeting with Siddons Martin tomorrow to discuss preventative maintenance plans. Motion to approve the Chief’s report made by Commissioner Berumen and seconded by Commissioner Anaya. 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	59	0	0	0	0	0	0	0	0	0	0	92

Total for 02/2022: 47

Total for 02/2021: 42

- **Annual Fire Safety Inspections**
 - 70 = FMO Annual Fire Safety Inspections for February ‘23, as per Emergency Reporting (Report #1764)

- **New Building Construction**
 - FMO is continuously working with on-going projects: ##% = Completion; UR=Under Review; PR=Permit Released
 - Texas Kids Dental = Completed
 - Carwash Facilities = 50%
 - Starbucks = 30%
 - Chick-Fil-A = 40%
 - Applebee's = 30%
 - WestStar Bank = 15%
 - Home Depot = 10%
 - Vista Markets = UR
 - Ulta = UR
 - Shopping Centers – UR
 - High Pile Combustible Storage Racking Systems
 - Tenant Improvements - Everywhere
 - Assorted Fire Protection Systems
 - Residential Communities
- **Personnel**
 - Deputy Fire Marshal (DFM) Marquez was on Leave of Absence (LOA) due to being on Family Medical Leave Act (FMLA) with EPFD. He is scheduled to return next week.
- **Training**
 - FMO attended an International Fire Code (IFC) training on Chapter 5 – Section 510 on Emergency Responder Radio Coverage.
 - We are still hosting weekly FMO Meetings to verify consistency and address any common issues within the Division and/or construction sites, businesses, etc..
- **Miscellaneous Activities & Information**
 - FM405's wrapping, lights, radio, and liner spray-on has been completed.
- **Future Events:**
 - Axon Training for Body Worn Cameras (BWC's) next week.
 - Texas Criminal Information Center (TCIC) / National Criminal Information Center (NCIC) training soon

Commissioner Mayberry asked for Fire Marshal Guillen to explain the Stop Work Order process. Berumen stated that we are here for the public and need to keep this in mind. Berumen stated that he is impressed with the worth the FM office is doing. Motion to approve report made by Commissioner Berumen and seconded by Commissioner Anaya. Motion carried.

- 10. Discussion and take action on Memorandum of Understanding (MOU) between El Paso County ESD #1 and Clint Independent School District:** Chief Menendez is asking for this item to be tabled until CISD has an opportunity to review our suggested changes. He also spoke about the donation presentation that will be made at Horizon School to the JrROTC and Autism classroom. Motion to table made by Commissioner Anaya and seconded by Commissioner Booth. Motion carried.

11. 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: The building committee is deciding on the color of the tower and material to be used. The committee is also providing cut sheets and dimensions to items that will be installed in the building to BRW. Project is still on schedule. Discussion only, no action taken.

12. Discussion and take action on the purchase of handheld radios for Fire Marshal office: The radios being requested to allow for law enforcement communications. The amount for two radios will be \$19,502.16 to come from account 9500.03. These radios were approved at last month's meeting, but the price was incorrect. The quote and price have been corrected and is being re-presented. Motion to approve the new quote made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.

13. Discussion and take action on the purchase of a slide out tray for new Quick Response Vehicle (QRV): Chief Menendez presented a quote to purchase slide out trays for the two new QRV's in the amount of \$10,954.00 to come from account 9500.01. Commissioner Mayberry asked if all the slide out trays were designed the same or similar. The Chief stated that placement of equipment is the same, but each truck needs and function may be different. Motion to approve made by Commissioner Booth and seconded by Commissioner Rankins. Motion carried.

14. Discussion and take action on purchase of Equipment for the new Tiller truck: Chief Menendez presented two quotes for equipment for the new tiller:

- MES for loose equipment in the amount of \$18,081.23 to come from account 9500.01.
- Metro Fire for air bags in the amount of \$7,450.00 to come from account 9500.01.

Commissioner Berumen asked if there was more safety equipment needed for this truck due to its size and Chief does not anticipate the need. Motion to approve purchase was made by Commissioner Rankins and seconded by Commissioner Booth. Motion carried.

15. 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 three quotes for Fire Equipment.

- 4 Wheel Parts – Lighting and a Wench for new QRV's in the amount of \$4,656.35 to come from account 9500.01
- Alamo Auto supply for step bars, hitches, vehicle accessories in the amount of \$2,303.38 from account 9500.01.
- Doghouse printing – 250 t-shirts with new logos for HFD staff in the amount of \$2,300.00 to come from account 7005.02.

Motion to approve all quotes resented made by Commissioner Booth and seconded by Commissioner Anaya. Motion carried.

EXECUTIVE SESSION – 7:36pm

16. Consultation with attorney to discuss and review the feasibility of entering into a ground lease, or other similar agreement: No action taken.

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

session.

Motion to return back to regular session made by Commissioner Booth and seconded by Commissioner Anaya. The board returned to regular session at 8:25pm.

17. Consultation with attorney to discuss and review the feasibility of entering into a ground lease, or other similar agreement: No action taken

18. For the Good of the District: The department will be participating in a Make a Wish Foundation fundraiser on April 23rd. Some members of the ESD will make a presentation at Horizon High school to an Autism classroom and the ROTC for the money raised by patch sales. There will be a Luche Libre event on April 1st.

19. Set date and time for next meeting in April: The next meeting will be April 27, 2023 at 6:30 pm.

20. Adjourn: Motion to adjourn made by Commissioner Rankins. Meeting adjourned at 8:31 pm.

Submitted by: Katherine Ames, Administrator

Reviewed by: Diana Hernandez, Administrative Assistant,